DOCUMENT RESUME

ED 074 239 VT 019 505

TITLE	Guidelines for the Establishment of Career Information Centers.
INSTITUTION	Alameda County School Dept., Hayward, Calif.
PUB DATE	72
NOTE	62p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Advisory Committees; Budgeting; *Career Education; Educational Facilities; *Educational Planning; Evaluation Techniques; *Guidelines; *Information Centers; *Occupational Guidance; Personnel Needs; Photographs; Resource Materials; Vocational Development
IDENTIFIERS	*Career Awareness

ABSTRACT

These guidelines contain suggestions for the planning and development of a career information center, specifically relating to staffing, budgeting, resource utilization, ordering supplies and equipment, and evaluation procedures. Several photographs illustrate the text, which was developed by a task force of vocational counselors and coordinators at the high school level. Extensive resource materials, focusing on career education and manpower development, are appended. This document is 3-hole punched for easy insertion or removal of pages. (AG)

FILMED FROM BEST AVAILABLE COPY

GUIDELINES *for the* ESTABLISHMENT *of* CAREER INFORMATION CENTERS

ED 074239

VT019505

COVER Amador High School Career Information Center. Mrs. Jones, head counselor, discusses the use of career center resources with students.

ED 074239

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY

GUIDELINES
FOR THE ESTABLISHMENT OF
CAREER INFORMATION CENTERS

Prepared by:
The Task Force On Career Information Centers

Alameda County School Department
Rock La Fleche, Superintendent
224 West Winton Avenue, Hayward, California 94544

1972

"Schoolmen, help your pupils to be themselves. Schools are resource centers for developing curiosity, not factories for producing efficiency. Let the culture and its people interact. Foster diversity. Learn to live in pluralism. Help children to live in pluralism, even the pluralism of work. Your pupils will be the better for it, and a career will grow in the innocence of curiosity."

Commission on Vocational Materials for Schools
Assisting Vocational Development in the Schools
National Vocational Guidance Association, 1969

CONTENTS

Establishing the Career Information Center Advisory Committee 1
Staffing Career Information Centers 2
Ordering Supplies for the Career Information Center 5
Establishing the Career Information Center Budget 9
Career Information Center Evaluation 9
Appendix A – Vocational Aptitude and Interests Inventories 10
Appendix B – Selected Bibliography of Human Resources Development Publications and Labor Market Information 15
Appendix C – Principle Publishers of Occupational Pamphlets and Major Publishers of Books With Career Emphasis 18
Appendix D – Career Center Equipment and Materials 19
Appendix E – Publications of the U.S. Department of Labor and Publications of the Manpower Administration 25
Appendix F – Sources of Published Indexes, Guides, References, Directories, and Resources for Career Centers 28
Appendix G – Career Films 38
Appendix H – Some Thoughts and Suggestions for Volunteers in College/Career Information 40
Appendix I – Career Center Floor Plans 42
Appendix J – New and Emerging Technologies 44
Appendix K – Additional Sources of Occupational Information 44

FOREWORD

In response to many requests, and in anticipation of the development of career education programs, a task force representing a number of Alameda County districts was organized to advise and assist in the development of *Guidelines for the Establishment of Career Information Centers*. This publication is the product of that task force.

The *Guidelines* offer suggestions for the development of a center; what kinds of materials should be utilized; what staffing patterns should look like; and how a career information center should be evaluated. Much of what is contained herein is based upon the experience gained by Alameda County school districts as they have developed career information centers.

The Alameda County School Department extends its thanks to the members of the Task Force on Career Information Centers for their valuable assistance in preparing this document.

TASK FORCE MEMBERS

James Barnes, Occupational Analyst
Alameda County School Department
Don Boriolo, Vocational Education Coordinator
Alameda County School Department
Bert Hayenga, Vocational Guidance Counselor
Castro Valley Unified
Edward Hosack, Work Experience Coordinator
Berkeley High School, Berkeley Unified
Gloria Jones, Head Counselor
Amador High School, Amador Valley Jt. Union High School District
Pete Michelozzi, Counselor
Newark High School, Newark Unified
Kay Pacheco, Counselor
Kennedy High School, Fremont Unified
Emma Pendergrass, Career Counselor
Hayward Unified
Fred Sherwyn, Vocational Education Coordinator
Livermore Unified
Harley Sorensen, Director Curriculum Development Department
Alameda County School Department
Homer Sweeney, Work Experience Coordinator
Mission San Jose High School, Fremont Unified
Ron Thompson, Counselor
Dublin High School, Amador Valley Jt. Union High School District

INTRODUCTION

"What shall I do after I have finished my high school education?" "What career am I best suited for?" "Will there be a job for me when I leave high school?"

These are typical questions that today's young people are asking guidance counselors and others who work with youth. Our young people today face many crucial decisions that will determine their future "life style."

Society has a responsibility to help them as they search for answers. Technological developments resulting in changing career patterns, outdated career information, and understaffed guidance departments, all become problems for counselors. Increased school population places an added burden on students, counselors, teachers, administrators, and parents.

Young people need assistance in obtaining adequate career guidance information. Traditionally, occupational and career information has been stored in high school libraries because of insufficient space in counseling offices. This practice has in many respects limited the use of career and occupational information. What is needed is a centrally located career information center. Such a facility will increase the accessibility to career information, provide for career education activities, increase student awareness of many occupations and careers, and act as a resource center for students and staff. A career information center such as this will serve as a focal point for all of the career development functions of the school.

Contained in these *Guidelines* are suggestions as to how a career information center should be planned and developed as recommended by the Alameda County Task Force on Career Information Centers. Suggestions made in these *Guidelines* were compiled and extracted from many sources including:

- Amador Valley Jt. Union High School District – Dublin High School Career Information Center
- Berkeley Unified School District – Berkeley High School Career Information Center
- Castro Valley Unified School District – Castro Valley High School Career Information Center
- Fremont Unified School District – Kennedy High School Career Information Center and Mission San Jose High School Career Information Center
- Livermore Valley Jt. Unified School District
- Newark Unified School District – Newark High School Career Information Center
- San Francisco Unified School District – Mission High School
- San Mateo County Office of Education
- Santa Clara County Office of Education

To aid the user, these *Guidelines* have been divided into two sections: Section I deals with the "how's" of setting up a career information center, and Section II is a resource guide for career information center materials and equipment. The loose-leaf format of this book enables the holder to insert additional resources and information as it is received from the Alameda County School Department.

It should be understood that the materials and equipment referred to in these *Guidelines* are only suggestions. The use of materials and equipment will depend upon the needs of the population being served.

ESTABLISHING THE CAREER INFORMATION CENTER ADVISORY COMMITTEE

Rationale for Establishing Career Information Center Advisory Committee

Coordinated school-community planning is necessary if a center is to be fully utilized. The Career Information Center Advisory Committee will insure community support as well as offer realistic guidance for a center's activities.

The philosophy, scope, and objectives for a center should be developed in cooperation with the various groups that will utilize the facility. This cooperative effort will not only enhance a center's activities but it will also focus attention on the many careers and occupations in our society.

The Career Information Center Advisory Committee will see to it that: 1) the activities of a center relate to the school curriculum; 2) that school staff is familiar with the activities of a center; and 3) that the philosophy and objectives of a center are carried out.

Composition of Career Information Center Advisory Committee

The Advisory Committee should include students, parents, teachers, counselors, work experience supervisors, vocational education coordinators, administrators, and most importantly, representatives of local businesses and industrial complexes. Such a diversified group will give a career information center realistic guidance and direction.

Functions of the Career Information Center Advisory Committee

Prior to the establishment of school career information centers, certain functions should be performed by the Advisory Committee. The following suggestions might be considered as possible functions that they could perform:

1. Develop both long- and short-term objectives for a career information center.
2. Establish contacts with local businesses, industrial complexes, manufacturing firms, and labor unions.
3. Review, evaluate, and recommend occupational materials and equipment for purchase.
4. Advise on the establishment of an adequate budget to maintain a center.
5. Initiate and encourage follow-up studies on graduates.
6. Assist in promoting career education programs within the district.
7. Encourage teachers and counselors to become familiar with industries and businesses in the community via tours. Write entry-level job descriptions for the elementary reading level.
8. Develop a research design for the evaluation of a center.
9. Assist in the identification of sources of funding for centers.

Ed Hosack, Berkeley High School Career Information Center director, confers with his staff and Jim Barnes, occupational analyst, Alameda County School Department.

Berkeley Career Information Center staff discusses the Center's activities.

Mrs. Kay Pachaco, counselor, assists students in the career information center.

Students utilizing the resources in the career center.

STAFFING CAREER INFORMATION CENTERS

Career Information Center Coordinator

It is suggested that a person be designated to coordinate a center's activities and assure that it operates efficiently and meets the goals and objectives established by the Career Information Center Advisory Committee. Duties that a center coordinator should perform include:

1. Supervise the personnel of a center.
2. Assist personnel concerned with implementing and continuing new occupational and career guidance programs.
3. Provide district workshops to supply information about occupational testing and related guidance aid to teachers.
4. Arrange for field trips, audio-visual programs, observation and exploratory experiences.
5. Consult with curriculum specialists to initiate and implement curriculum within the framework of career education.
6. Supervise the collection of accurate and objective career information materials necessary to support the purpose of a center.
7. Be responsible for carrying out the goals and objectives of a center as established by the Career Information Center Advisory Committee and district administrative policies.
8. Collect labor market information which a center needs in order to meet the curriculum planners' and students' needs.
9. Establish priorities for a center's collection of labor market information.
10. Conduct training sessions with a center's staff on the collection and efficient use of labor market information.
11. Develop and distribute a monthly progress report to the Career Information Center Advisory Committee and district administrative personnel.

Provide for Full-time Paraprofessionals

A center's paraprofessional provides the basic information services to students, leaving the counselor time to work with students in individual and group counseling activities.

Under the careful supervision of a career information center coordinator, the following activities should be performed by paraprofessionals:

1. Assist students in the use of the following career information materials: guidance briefs; literature from businesses and industries; employment materials collected from the city, county, state, and federal governments; and directories of all kinds.
2. Assist students in the operation of audio-visual equipment and materials; i.e., filmstrip projectors, tape recorders, slide projectors, motion picture projectors, and other career-oriented, audio-visual materials.
3. Perform clerical work, when possible, connected with the operation of the services, programs, and activities offered by a career information center; i.e., type correspondence; recieve, process, and inventory materials for a center; serve as receptionist in a center.
4. Maintain a bulletin board for job opportunity announcements and assist students in related job-search techniques.

5. Schedule industrial and post-secondary presentations in a career information center and in the classroom.
6. Establish and maintain a comprehensive multimedia library of career information.

Career Information Center Clerk-Typist

Consideration should be given to the employment of a center clerk-typist. This addition to a center staff will increase its efficiency and activities.

Duties a clerk-typist should perform include the following:

1. Supervise filing of career information materials.
2. Assist students with use of a center.
3. Train student aides and volunteers in the use and filing of career materials.
4. Assist the coordinator of a center in scheduling students for visits to local businesses and colleges.
5. Assist in the daily updating of a center's bulletin boards.
6. Assist in the daily updating of job placement bulletin boards.
7. Welcome and assist teachers and classes using a center.
8. Write for free and inexpensive vocational information.
9. Assist in the arrangement of visits for employers and college representatives to campuses.
10. Assist in the development of promotional activities for a center; i.e., a newsletter, assemblies, etc.
11. Assist in the maintenance of files on entry-level employment offered both locally and in selected areas.
12. Assist in the maintenance of center activity records; i.e., filling out visitation cards on students, teachers, etc.

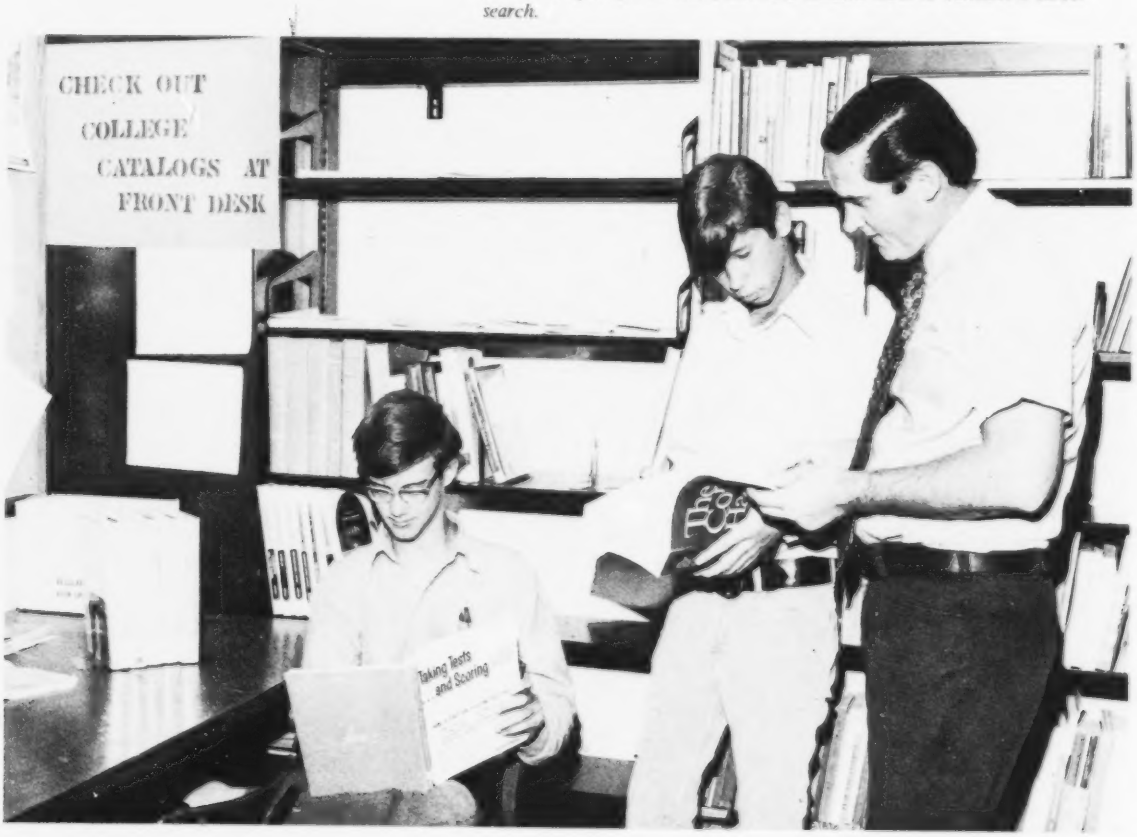
Volunteers

A large untapped resource for career information centers is the use of volunteers. Many centers currently in operation utilize volunteers extensively. The addition of volunteers to a career center's staff will increase the efficiency of a center's activities and, at the same time, will be conducive to community involvement.

When volunteers are used in a center, preliminary training should be conducted by the coordinator. These volunteers should be instructed on the proper use of *The Dictionary of Occupational Titles*, audio-visual materials, and career information materials.

Although the Alameda County Task Force on Career Information Centers recommends the use of volunteers, they also feel that certain precautions should be observed. Reference to Appendix H, "Some Thoughts and Suggestions for Volunteers in College/Career Information Centers," will prove helpful and will also eliminate many potential problems that could develop as a result of using volunteers.

Ron Thompson, counselor, shows a student how to conduct a career search.



Pat Pierce, instructional aid, demonstrates career center equipment to a student.

Emma Pendergrass, counselor, offers vocational guidance to visiting students.

ORDERING SUPPLIES FOR THE CAREER INFORMATION CENTER

After the appropriate design and location for a center has been determined, provisions must be made for the necessary equipment, materials, and supplies.

Build a Library of Occupational Information

Perhaps the most expedient way to acquire a library of occupational information is to buy a commercially published series. Several publishers have produced sets of occupational pamphlets which cover many of the popular occupations (see Appendix C for the major publishers of occupational information).

A career information library should also contain material from many diverse sources. Information about the world of work may be obtained from the following agencies:

1. *Government Agencies:* Most federal agencies publish materials that relate directly to occupations. If the publication is free, it can be obtained directly from the agency that produced it; if the material is for sale, it can be obtained either from the agency itself or from the Superintendent of Documents, U. S. Government Printing Office.
2. *Department of Agriculture:* Many brochures and pamphlets are available concerning various careers in agriculture and closely related fields. There are also materials available describing opportunities in the department itself.
3. *Department of Commerce:* Many publications are available related to various aspects of business. Since the Bureau of the Census is a part of this department, all census publications can be obtained here.
4. *Department of Defense:* Each of the armed forces publishes handbooks describing career opportunities within their specific branch of service. Designed primarily for recruiting purposes, each handbook provides an indication of the relationship of specific military specialties to civilian work.
5. *Department of Health, Education, and Welfare:* Career opportunities in the health occupations, particularly those opportunities within the agency, are described in a series of pamphlets. Other publications related to the fields of rehabilitation and education are also available.
6. *Department of Interior:* Information about career fields within the department are described in various publications—most of the materials are related to professional careers.
7. *Department of Labor:* Many sections of this large department are extremely active in publishing materials that can be used advantageously by counselors and teachers. Appendix E lists many publications that will be of interest to anyone using a center. The most popular publications from the Department of Labor are *The Dictionary of Occupational Titles*, and the *Occupational Outlook Handbook*.
8. *Department of State:* Information about careers within the department and in the foreign service is available.
9. *Department of the Treasury:* Publications describing careers in the Coast Guard are available from this agency.
10. *Other federal agencies:* Many agencies, such as the Civil Service Commission, National Science Foundation, National Aeronautics and Space Administration, Office of Economic Opportunity, and Small Business Administration, publish materials related to their areas of emphasis.
11. *State government agencies:* Many State agencies, particularly the State Department of Education and the employment services (Human Resources Development), publish materials which have direct relevance to counselors (see Appendix B for selected Human Resources Development publications).

Commercial publishers should not be overlooked when building a center library. Many firms publish materials that contain information directly related to occupations. Appendix C lists the publishers who produce pamphlets, monographs, or booklets designed specifically to provide occupational information. Reference to this list will be helpful when building a library.

Several publishers have issued a series of books with career emphases. Some of these are detailed descriptions of occupational fields while others are essentially career fiction or biographical in nature. Included in Appendix C is a list of publishers who have a series of such books available.

Other good sources of occupational information are professional and industrial organizations. Of the hundreds of organizations (many of which are listed in the *Career Index* published by Chronicle Guidance Company) many groups have prepared and published excellent monographs and other materials of real help to both counselor and teacher. The Department of Commerce has published the *Directory of National Associations of Businessmen* which provides a list of most of the groups that can be classified under this heading.

No center would be complete without periodicals. A number of popular magazines are aimed at particular reader groups; for example, *Glamour, Mademoiselle*, and *Seventeen* all serve the teen-age girl. Each of these frequently includes articles focused upon career information for this group and some even have career departments as a regular feature.

There are several periodicals related to the field of counseling and guidance that include up-to-date career information. Examples of these would include *Guidance Newsletter, Journal of College Placement, Personnel and Guidance Journal*, and *Vocational Guidance Quarterly*. Most of these will be available in the professional library of your school district.

A well-supplied career information center should include indexes of all kinds. Occupational information emanates from many sources. To keep abreast of all the publications on the market one needs to use indexes (see Appendix F).

In addition to the indexes and guides that provide general coverage of the popular and professional periodicals, there are several which specialize in listings related to the general area of guidance. These are issued periodically and contain references to recently published articles, pamphlets, and other materials often including many which are either free or inexpensive. Since each index emphasizes a slightly different aspect of the field, a counselor is often well advised to subscribe to two of them in order to cover a broader section of the field. Reference to Appendix F will be helpful when building a career center library; many of the often-used indexes, guides, and directories are listed there.

Audio-Visual Materials

A well-supplied and equipped career information center should include audio-visual materials. Many films and filmstrips are highly useful in presenting career information. When some careers are not easily accessible for direct contact, filmstrips and other forms of visual presentations help students gain insight into those careers that they normally would not be exposed to. In addition to films there are numerous tape presentations produced by commercial firms (see Appendix D).

Considering the fact that films are costly to produce and may have a more limited usage than printed materials, the center personnel may wish to rent these materials rather than purchase them. There are numerous film-rental centers from which career films may be obtained and possibly purchased.

A helpful source for audio-visual materials is the *Vocational Guidance Quarterly* which contains a regular feature entitled, "Current Career Films." Reference to this periodical will be helpful when ordering films for the centers.

Students and staff utilizing the career center.

Additional Resources for Career Information Centers

In addition to occupational information kits and pamphlet series, a center library should contain current directories, texts, supplementary books, magazines, newspapers, slides, films, and tapes that are focused upon occupational and career development.

The primary thrust here is to provide center users with information that is current, accurate, and readily understood. Students will make wise career choices that fit their individual needs, interests, and abilities through effective use of such information.

Counselor Ron Thompson counsels a student in the career center.

The following list of resources are recommended for use in centers:

1. *Industrial Resource Guides*
2. *Dictionary of Occupational Titles*
3. *Occupational Outlook Handbook*, 1972-73
4. *Vocational and Educational Occupations*, U. S. Department of Health, Education, and Welfare, Office of Education, OE-80061
5. *Career Guide for Demand Occupations*, U. S. Government Printing Office
6. *Job Guide for Young Workers*, 1969-70
7. *Occupational Guides*, Human Resources Development
8. *Directory of Vocational Technical Courses*, 1964
9. *Directory of Occupation Centered Curriculum in California*, 1964
10. *Technological Trends in Major American Industries*, U.S. Department of Labor.
11. *California Employment Directory*, 1972
12. *Counselor's Desk Aid*, 18 basic vocational directions
13. *Counseling Girls and Women–Awareness, Analysis, Actions*, U. S. Department of Labor
14. *Automation and Women Workers*, U. S. Department of Labor
15. *Employment Outlook Reprints*, U. S. Department of Labor
16. *California Manpower Needs to 1975*, Human Resources Development
17. *Labor Market Bulletins*, Human Resources Development
18. *Community Labor Market Surveys*, Human Resources Development
19. *Area Manpower Review*, Human Resources Development
20. *Occupational Profiles*, Human Resources Development
21. Selected U. S. Department of Labor publications
22. *Career Guides for Entry Occupations*, Human Resources Development
23. *Apprenticeship News*, State Division of Apprenticeship Standards
24. *East Bay Manpower Survey*, Human Resources Development (April 1967)

Listed above are publications which the Task Force felt should be included at career information centers; however, there are many others that could be ordered and displayed. Appendix B lists Human Resources Development publications which will be helpful in the development of a center.

Equipment

A center should contain files, cabinets, shelves, tape recorders, projectors, catalogs, screens, typewriters, tables, desks, movable room partitions for making sections for independent and small-group study and guidance. A duplicator, mimeograph machine, cameras, slide and motion pictures, and necessary furniture should also be utilized when equipping a center.

The use of equipment will depend upon the design of the center. What is presented here are examples of equipment that might be used. Appendix D lists equipment and supplies used in various centers; reference to this will be helpful.

Pat Pierce, instructional aide at Newark High School Career Information Center, assists students in the Career Center.

Homer Sweeney, career center coordinator, demonstrates the proper use of career center equipment to a visiting student.

Student utilizing career center equipment.

Emma Pendergrass, counselor, offers assistance to students in the center.

ESTABLISHING THE CAREER INFORMATION CENTER BUDGET

In an efficient career information center, the services, supplies, and equipment must be continually updated. This requires the development of a workable line-item budget planned by the center's coordinator.

Money seldom flows freely enough to support all of the programs and services that seem beneficial to students; however, programs can be financed despite such obstacles. Many civic organizations are more than willing to support the career information center concept. One simply has to present the goals and objectives of a center in clear and understandable terms and support will more than likely follow.

Sources of Funding for Career Information Centers

Sources for funding may include the Elementary and Secondary Education Act Titles I (Education of Disadvantaged Children), II (School Library Resources, Textbooks, and Other Instructional Materials), III (Supplemental Educational Centers and Services), and VIII (Dropout Prevention). Other possible funding sources might include Regional Occupation Program funds, community funds from various civic organizations, and district funds.

Financial support is vitally important if a center is to survive. The possible funding sources mentioned have often been used by centers currently in existence. The source of funding for them should be thoroughly researched by the Career Information Center Advisory Committee prior to their establishment.

Student utilizing the resources of the career center.

CAREER INFORMATION CENTER EVALUATION

The final and perhaps most important step is a center's evaluation. A clear and comprehensive research design should be developed by a center's staff and with the advice of the Career Information Center Advisory Committee. The techniques used in evaluating a center's activities should be determined by the objectives of the project. During the initial planning of a center, the use of several kinds of evaluation techniques should be considered.

The staff and the committee should further develop evaluation techniques that are objective and systematic in collecting and reporting data. An evaluation at appropriate intervals will provide timely data prior to preparation and submission of a final report. A center's evaluation should reflect effective and ineffective activities and include recommendations for changes.

In developing a research design for a center, the following questions should be asked about its activities:

1. How many students utilized the services of the center?
2. How many business and industry representatives have made scheduled presentations at the center?
3. What was the frequency of faculty visitation to the center?
4. How are the services of the career information center being advertised?
5. How much support is offered by counselors, teachers, and administrators?
6. Are the services in the center sufficient to meet the needs of the school? Staff? Students?
7. What process was used to determine the students' evaluation of the center? What were the results?
8. What kind of career information materials have been utilized most often?
9. What kind of testing instruments are being used?

APPENDIX A

VOCATIONAL APTITUDE AND INTERESTS INVENTORIES

Aptitude

Differential Aptitude Test—1955-59. Appropriate for students age 11 to "Top University Level" but may extend downward to age 7. The test consists of 12 tests in seven booklets. These 12 tests measure seven aptitudes: verbal reasoning, numerical aptitude, abstract reasoning, space relations, mechanical reasoning, clerical speed and accuracy, and language usage.

Time: 181-minute test; 235-245-minute test and administration
Cost: Depends on edition and answer sheet used
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Employee Aptitude Survey—1952-58. Ages 16 and over. A battery of ten employment-related tests, measuring verbal comprehension, numerical ability, visual pursuit, visual speed and accuracy, space visualization, word and symbolic reasoning. Each test is timed.

Time: 90-120 minutes
Cost: $15.00 per specimen set
Contact: Western Psychological Services
12031 Wilshire Blvd., Los Angeles, CA 90025

Flanagan Aptitude Classification Test—1941 60. Designed for grades 9-12 and adults. Measures 19 aptitudes felt to relate directly to vocations: inspection, coding, memory, precision, assembly, scales, coordination, judgment and comprehension, arithmetic, patterns, components, tables, mechanics, expression, reasoning, ingenuity, vocabulary, planning, and alertness. These aptitudes are then keyed to occupations.

Time: 258-minute test; 388-minute test and administration
Cost: Depends on battery of test used
Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

General Aptitude Test Battery—1946-59. Grades 9-12 and adults. This United States Employment Services Test is administered at the Department of Human Resources Development and is also available to schools who have a trained GATB tester on a contract basis. The GATB, B-1001, has dimensional space, speed, three-dimensional space, arithmetic reasoning, vocabulary, mark making, form matching, pegboard and finger dexterity; therefore, these aptitudes are keyed to occupations.

Time: 51-minute test; 135-minute test and administration
Cost: Available only through the Government Employment Service for approximately $160.00. Available in reusable (B-1002) and non-reusable (B-1001) test editions.
Contact: United States Government Printing Office
Washington, D.C. 20210

PTI - Oral Directions Test—Designed for adolescents and adults. This test consists of a series of three short tests built, standardized, and validated expressly for the testing of applicants for factory and maintenance jobs and apprenticeships. The test measures ability to understand and follow directions. The client listens to prerecorded instructions and records his answers on a diagrammed sheet.

Time: 15 minutes
Cost: $12.50 for tape, manual, and 100 answer sheets
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Mechanical Aptitude Test: Acorn National Aptitude Tests - 1943-52. Designed for grades 7-16 and adults. The test produces five scores: comprehension of mechanical tasks, use of tools and materials (verbal), matching tools and operations, use of tools and materials (non-verbal), total.

Time: 50 minutes
Cost: $3.00 per 25 tests
.25 per manual
.50 per specimen set
Contact: Acorn Publishing Co.
Rockville Centre, Long Island, NY 14671

Tests of Mechanical Comprehension - 1940-55. Grades 9 and over. Designed to measure several areas of mechanical reasoning (several forms available).

Time: 25-45 minutes
Cost: $4.25 per 25 tests
1.90 per 50 IBM answer sheets
.35 per specimen set
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Tool Knowledge Test - 1951-54. Ages 13 and over. This test was devised to measure the interest in practical activities of 13-year-old boys faced with the problem of choosing between a technical or an academic course for further study. The test consists of a four-page booklet containing 24 pictures of commonly used trade tools taken from an engineering catalog. Each tool is accompanied by a question relating either to its function or to the workman who would normally use it. The boys choose an answer from among five alternatives. Scores are interpreted in light of a boy's home background and experience.

Time: 20 minutes
Contact: Research and Guidance Branch
Queensland Department of Public Instruction
Australian Council for Educational Research

Interest

Gordon Occupational Checklist - 1961-63. Designed for high school students not planning to enter college. The test reveals five scores: business, outdoors, arts, technology, and services.

Time: 20-25 minutes
Cost: $4.00 per 35 tests
.50 per specimen set
Contact: Harcourt, Brace and World Inc.
757 Third Ave., New York, NY 10017

Interest Checklist - 1947-57. Grades 9 and over. This test was designed as an interviewing aid. The checklist is related to the D.O.T. and is keyed to eight work areas: artistic, musical, literary, entertainment, clerical and sales, service, agriculture - marine - forestry, and mechanical.

Time: 20 minutes
Cost: $2.50 per 100 copies
.05 per single copy
.05 per direction sheet
Contact: Department of Human Resources Development
United States Government Printing Office
Washington, D.C. 20210

Kuder General Interest Survey—1934-64. Grades 6-12. Revision and downward extension of Kuder Preference Record Vocational, Form C. This is a forced-choice test (Form E) providing scores in 11 areas: outdoors, mechanical, computational, scientific, persuasive, artistic, literary, musical, social service, clerical, and verification.

Time: 45-60 minutes
Cost: $11.00 per 20 tests
2.50 per 20 self-marking answer pads
.70 per 20 profiles
.75 per specimen set
Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Kuder Preference Record - Occupational—1956-63. Grades 9-16 and adults. A forced-choice test with items similar to the other Kuder forms. This test provides 51 scores for specific occupations.

Time: 25-35 minutes
Cost: $11.00 per 20 tests
6.25 per 100 IBM answer sheets
1.00 per scoring stencil
2.50 per computation sheet booklet
2.00 per counseling specimen set
5.00 per research specimen set (if wanted)
Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Minnesota Vocational Interest Inventory—This test is a forced-choice inventory with items similar to Kuder. It was designed specifically for non-college-oriented students. Counselors will find this test useful with the following groups: high school students who do not plan to go to college, vocational school students, students in skill centers and technical schools, apprentice candidates, dropouts, technologically displaced workers, unemployed adults—especially those who need training. The inventory provides 21 scores for specific occupations and nine job families. This test comes highly recommended.

Time: 30-45 minutes
Cost: $4.00 per 25 tests (scoring service is also available)
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Ohio Vocational Interest Survey—(new test). Designed for students grades 8-12. This instrument includes a student information questionnaire and an interest inventory. The interest inventory provides a score on 24 general work areas and shows relative strengths of interests in the job activities described.

Time: 40-50 minutes
Cost: $20.00 per package of 35 tests
.65 for scoring per pupil
Contact: Harcourt, Brace and World, Inc.
Test Department
Polk and Geary Sts., San Francisco, CA 94109

Strong Vocational Interest Blank—Mens (T399) and Womens (TW398). A series of approximately 400 items used to relate the interests of the testee to those of successful men or women in occupations; and is scored in relation to the scores of successful persons in specific occupations—54 occupations for men and 59 for women. In addition, the new forms (T forms) also have basic interest scales separate from the occupational scales. The basic interest scales include broad categories of interest such as public speaking, merchandising, and medical services. There are 22 such scales for men and 19 for women.

Time: 45-60-minute test and administration
Cost: $6.00 per package of 25 reusable booklets
3.25 per 50 scoring answer sheets

Contact: Consulting Psychologists Press
577 College Ave., Palo Alto, CA 94306

Brainard Occupational Preference Inventory 1945-56. Grades 8-12 and adults. Revision of Specific Interest Inventory (32). The test yields six scores: commerical, mechanical, professional, aesthetic, scientific, personal service (girls) or agriculture (boys).

Time: 30 minutes
Cost: $3.25 per 25 tests
1.90 per 50 IBM cards
.25 per machine scoring stencils
.35 per specimen set
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Burke Inventory of Vocational Development 1958. Grades 9-16 and adults. Unscored checklist of occupational titles for use prior to vocational counseling interview.

Time: 15-30 minutes
Cost: $ .06 per test
.25 per specimen set
Contact: Charles Burke
Box 494, Westport, CT 06880

Fields of Occupational Interest 1956. High school. A checklist of specific office job titles; yields five scores: office machines, filing, typing, record work, and personnel work.

Contact: Winkler Publications
15095 Tracey St., Detroit, MI 48227

Picture Interest Inventory 1958. Grades 7 and over. The inventory yields nine scores: interpersonal service, natural, mechanical, business, aesthetic, scientific, verbal, computational, and time perspective.

Cost: $5.25 per 35 tests
.05 per IBM answer sheet
1.00 per hand scoring stencils
.50 per specimen set
Contact: California Test Bureau
Del Monte Research Park, Monterey, CA 93940

Self-Assessment Inventories

Self-Appraisal and Assessment Structure A series of self-descriptions involving school activities in which the student assesses his abilities, interests, and level of work. Assessments of ability are made for the following fields: scientific, mechanical, clerical, computational, sales, social services, verbal, and arts. Assessment of level includes: academic, motivation, energy output, organization, and grade point average.

Cost: $ .25 per student handbook
.35 per workbook
1.50 per teacher manual
Contact: Dr. Stanley Ostrom
Santa Clara County Office of Education
45 Santa Teresa St., San Jose, CA 95110

Note: Prices are approximate. Those where a scoring service is used will vary considerably depending on the quantity of tests to be scored.

Fowler-Parmenter Self-Scoring Interest Record 1958-60. Grades 9 and over. Formerly called G. C. Self-Scoring Interest Record, this test yields 12 scores: outdoor, managerial,

social service, verbal, operative, skilled mechanical, scientific, persuasive, clerical, artistic, numerical, and musical.

Time: 30-40-minute test and administration
Cost: $3.10 per 25 tests
1.25 per 25 punch pins
.95 per 25 backing boards
.45 per pad of 50 profiles
.30 per manual
.30 per specimen set; postage extra
Contact: Guidance Centre
Ontario, College of Education
University of Toronto
371 Bloar St., Toronto 5, Canada

Judgment of Occupation Behavior - Orientation (JOB-O) This is a self-motivating and self-assessing instrument. The test uses a minimum of words so that the student is not bored by a long and laborious process of answering endless, short phrases about his likes and dislikes. A game approach is used, and as he goes along, an atmosphere of expectancy, enhanced by cartoons, reinforces motivation. When the student finishes, he gets immediate feedback in terms of specific job titles that match his input. The test recognizes that each student is unique. In the final list of some 120 job choices there is a wide range of educational requirements and interest areas so that every student is able to find a job to match his ability and interest.

Contact: CFKR Career Materials
P.O. Box 4, Belmont, CA 94002

Tests of Manual Dexterity

Crawford Small Parts Dexterity Test—1946-56. High school students and adults. This is a performance test designed to measure fine "eye-hand" coordination. The test offers an indication of dexterity in handling small parts involving the use of one or more tools and/or fingers.

Time: 25-30-minute test and administration
Cost: $45.00 per set with manual and spare parts
Contact: The Psychological Corporation
304 E. 45th St., New York, NY 10017

Purdue Pegboard—1941-48. Grades 9-15 and adults. Measures two kinds of finger dexterity, both related to productivity in routine manual jobs; also, movement of hands, fingers, and arms by manipulative movements of small objects.

Time: 15-20 minutes
Cost: $26.50 per pegboard with manual and profile sheets
Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Note: For complete summaries and evaluations of the above tests consult *The Sixth Mental Measurements Yearbook* by Oscar K. Buros.

APPENDIX B

SELECTED BIBLIOGRAPHY OF HUMAN RESOURCES DEVELOPMENT PUBLICATIONS AND LABOR MARKET INFORMATION

The following list of publications is a partial bibliography of labor market information sources, grouped according to where requests should be directed. All are available without charge. Written requests should be made on your school's letterhead. Mailing lists are maintained for all but one-time publications.

Information concerning publications of the U. S. Bureau of Labor Statistics may be obtained at 450 Golden Gate Ave., San Francisco, CA 94102, phone 556-4678.

I. California Department of Human Resources Development, Research and Statistics, 745 Franklin St., San Francisco, CA 94102, phone 557-3052.

Area Manpower Review—A comprehensive analysis of employment and unemployment trends and outlook and the manpower resources of the labor market. Includes a report of recent economic developments in the labor market, the current labor-supply-and-demand picture, descriptions of the labor market problems and special studies done on them, and current manpower programs. Published semiannually for metropolitan areas and yearly for smaller areas.

Civilian Labor Force, Employment, Unemployment Data—Total employment (with major industry group breakdowns) and unemployment by the month and year since 1958. Issued yearly for each labor market area.

Community Labor Market Surveys: California—Contains the following information for all communities in cooperation with a local office of the California Department of Human Resources Development: current and year-earlier total of civilian employment by industry division, entry-wage rates and union scales for selected occupations, characteristics of the community and labor market, and economic trends. Issued biennially. Complete books available from Sacramento address; individual sheets (and mailing list) for communities in Northern California available from San Francisco.

Insured Reporting Units by Size of Employment and Industry—Consists of a brief narrative statement on the distribution of insured employment according to the size of a firm. (Done for the third quarter of 1969 for individual counties.) Also included is a summary report for the five-county, San Francisco-Oakland metropolitan area.

Job Finder Series—Pamphlets describe particular occupations and direct job-seekers to the various types of firms and unions involved. Several for the San Francisco, Oakland, and Hayward areas.

Labor Market Bulletins—Contains brief narrative summary of current and anticipated trends in a given labor market; and statistical summary of current employment (with industry detail) and unemployment with comparable figures from the two preceding months and a year earlier. Prepared monthly for metropolitan areas and bimonthly for smaller areas.

Manpower Report - Central Coast Counties—A report on population and labor force trends, outlook, and projected manpower needs for 1975 in Monterey, San Benito, and Santa Cruz Counties. Includes employment distribution by occupational category within major industry groups as of 1965 and 1969, projected to 1975. Prepared May 1970.

Occupational Guides—Continuing series of publications, each concerning a specific occupation in a particular California community or labor market area. Includes job duties, working conditions, employment outlook, salaries and hours, entrance requirements, promotion and training requirements. Individual Guides, and an index of titles are

available upon request from the San Francisco address or by request to the nearest local office of the Department of Human Resources Development. Address larger orders and requests for a complete set of Guides, as well as requests for inclusion on the Guide mailing list, to the Department of Human Resources Development, 800 Capitol Mall, Sacramento, CA 95814.

Occupational Profiles—Booklets for San Francisco and Contra Costa Counties presenting industry and occupational information to help job-seekers who have a maximum of a high school education. Covers job duties and requirements, the role of unions, and pay for entry-level and volume occupations. Drafts available for Alameda County.

Sub-Employment in the Slums of Oakland—A summary report on employment conditions in the Bayside—the flatlands of Oakland. The topics discussed include: working-age population, occupational breakdown, unemployment and sub-employment, and education and welfare fund availability. The data is based on a household survey conducted in the spring and summer of 1966.

Sub-Employment in the Slums of San Francisco—A summary report on employment conditions in the Fillmore and Mission districts of San Francisco. The topics discussed include: education, health, crime, unemployment and sub-employment, working-age population and occupational breakdown. The data is based on a survey conducted in November 1966.

Total Employment Series for Multi-County Metropolitan Areas—Estimated total civilian employment by major industry division as of July of each year, beginning with 1958, for each county in the San Francisco-Oakland metropolitan area—Alameda, Contra Costa, Marin, San Mateo, and San Francisco Counties. Separate series for the Vallejo-Napa metropolitan area—Solano and Napa Counties. Published annually.

II. California Department of Human Resources Development, 800 Capitol Mall Sacramento, CA 95814.

California Annual Farm Labor Report—Summarizes over-the-year activity of the State Farm Placement Service and trends in agriculture and farm employment. Among specific topics discussed are mechanization and other labor-saving trends, youth farm work programs, migrants, housing, wages, farm labor disputes, and foreign labor. Statistical tables supplement narrative summary; in addition, numerous reprints of newspaper and magazine articles, want ads, and job descriptions, as well as photographs, highlight activity in local areas. Published annually.

California Labor Market Bulletin—California and metropolitan area employment and unemployment data by major industry groups. Earnings and hours of production and related manufacturing workers. State-wide characteristics of the insured unemployed. Issued monthly.

California Labor Market Bulletin (Statistical Supplement)—California and metropolitan area employment and unemployment data given along with industry earnings and hours of production in relation to manufacturing workers' position. Issued monthly.

California Manpower Needs to 1975—Book of state-wide occupational projections. Opportunities for special worker groups in each occupation. October 1969.

California Weekly Farm Labor Report—A discussion of current and anticipated farm labor requirements; and a listing by county of current farm activities, labor requirements, transportation and housing facilities available, and prevailing wage rates.

Choosing Your Occupation (DE 6034)—Six-page pamphlet dealing with interests, aptitudes, and how to find occupations with the greatest opportunities.

Get That Job! (DE 3718)—Tips on how to obtain a job. Space to record personal information, education, employment record, and references.

How to Get and Hold the Right Job (DE 6067)—Pamphlet dealing with personal characteristics, job interviews, and letters of application.

How to Prepare Yourself for Job Interviews (DE 6033)—Brief pamphlet discussing personal appearance and other tips on job interviews as well as a fact sheet.

Mini Guides (DE 6245)—Pamphlets describing the duties of particular occupations. In general terms it tells where you learn, where you work, and how you get that job.

State and Area Summary of Employment and Unemployment—Summary of employment and unemployment in California and metropolitan areas. Tables of employment and unemployment rates for current month, previous month, and a year earlier with percent changes. Issued monthly.

III. Occupational Analysis Field Center, 1525 S. Broadway, Los Angeles, CA 90015.

Career Guides for Entry Occupations—Set of booklets, each of which describes entry jobs in a particular industry, their duties, training, hiring requirements, and promotional opportunities.

APPENDIX C

PRINCIPAL PUBLISHERS OF OCCUPATIONAL PAMPHLETS

Bellman Publishing Company
P.O. Box 172
Cambridge, MA 02138

B'Nai B'Rith Vocational Service
1640 Rhode Island Ave., N.W.
Washington, D.C. 20036

Careers, Inc.
P.O. Box 135
Largo, FL 33540

Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Guidance Centre
University of Toronto
371 Bloar St.
Toronto 5, Canada

Henry Z. Walck, Inc.
19 Union Square West
New York, NY 10003

Institute of Research
537 S. Dearborn St.
Chicago, IL 60605

Occupational Outlook Service
U. S. Bureau of Labor Statistics
Washington, D.C. 20210

Personnel Services, Inc.
Jaffrey, NH 03454

Richards Rosen Press
29 E. 21st St.
New York, NY 10010

Science Research Associates, Inc.
259 E. Erie St.
Chicago, IL 60611

U. S. Women's Bureau
Washington, D.C. 20210

Vocational Guidance Manuals, Inc.
800 Second Ave.
New York, NY 10017

MAJOR PUBLISHERS OF BOOKS WITH CAREER EMPHASIS

American Liberty Press Publications, Inc.
746 W. Winebago St.
Milwaukee, WI 53205

Chilton Books
525 Locust St.
Philadelphia, PA 19106

Dodd, Mead & Co., Inc.
79 Madison Ave.
New York, NY 10016

E. P. Dutton & Co., Inc.
201 Park Ave.
New York, NY 10003

Interstate Printers and Publishers, Inc.
Danville, IL 61832

J. B. Lippincott Co.
Philadelphia, PA 19105

The Macmillan Co.
866 Third Ave.
New York, NY 10022

David McKay Co., Inc.
750 Third Ave.
New York, NY 10017

Julian Messner, Inc.
1 W. 39th St.
New York, NY 10018

Popular Library, Inc.
355 Lexington Ave.
New York, NY 10017

G. P. Putnam's Sons
200 Madison Ave.
New York, NY 10016

Random House
457 Madison Ave.
New York, NY 10022

Henry Z. Walck, Inc.
19 Union Square
New York, NY 10003

Richards Rosen Press, Inc.
29 E. 21st St.
New York, NY 10010

APPENDIX D

CAREER CENTER EQUIPMENT AND MATERIALS

Hardware

Item: *Executive I Reader-Printer*
Description: The Executive I Reader-Printer uses microfilm and handles multi-image sheet film up to 4" by 8". Reproductions of microfilm take 30 seconds on standard size paper.
Cost: $325.00
Contact: 3M Company
Microfilm Systems
St. Paul, MN 55101

Item: *3M Sound-On-Slide System (Model 125)*
Description: This is a totally-integrated, audio-visual system utilizing 2" by 2" slides. The unit records, plays back, and projects. Each 35mm slide and its magnetic sound disc are locked together in a single cartridge. Playback tray holds 36 of these sound-slide cartridges. The piece of equipment is good for classroom presentations, individual instruction, inservice training, and public relations.
Cost: $699.00
Contact: 3M Business Products Sales Inc.
751 E. 14th St., Oakland, CA 94606

Item: *3M Brand Model 525 AF Self-Study Projector*
Description: This projector is specifically designed to be used in individual study. It utilizes 2" by 2" slides capable of playing back separate messages as the slide is projected.
Cost: $499.00
Contact: 3M Business Products Sales Inc.
751 E. 14th St., Oakland, CA 94606

Item: *Post 640 Microfiche Reader*
Description: This Microfiche Reader is designed to be used with materials reproduced on transparencies. The materials on the microfiche are indexed as in the *Occupational Libraries* published by Chronicle Guidance Corporation.
Cost: $296.00
Contact: 3M Business Products Sales Inc.
751 E. 14th St., Oakland, CA 94606

Item: *View-Deck Illuminated Viewer, AC 120*
Description: The View-Deck is an information storage and retrieval system describing two-year colleges, four-year colleges, and graduate schools. This system also accomodates information on vocational preparation, on-the-job training, apprenticeable occupations, interests, level of education required, and physical demands required for different occupations.
Cost: $60.00
Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Item: *Model 810Ws Technicolor Super 8 Film Loop Projector*
Description: A continuous super 8 film loop projector.
Cost: $176.50
Contact: Coast Visual Education Company
688 Seventh St., Oakland, CA 94607

Item: *Model 14A285E Dukane A-V Matic Filmstrip W/Sound Projector*
Description: A versatile projector which provides sound and many other features.
Cost: $174.75
Contact: Coast Visual Education Company
688 Seventh St., Oakland, CA 94607

Item: *Technicolor Projector for Super 8mm Film Loops Model 810Z*
Description: This projector is designed to be used with continuous loop cartridge loading film. Features include: still-picture clutch, heat filter, low voltage dichroic lamp, three-conductor line cord, "high-low" voltage switch, and dual output transformer. Equipped with 20-32mm f/1.4 zoom lens.
Cost: $162.50
Contact: 3M Business Products Sales Inc.
751 E. 14th St., Oakland, CA 94606

Item: *Dukane Manual Flip-Top (CP-1) and (CP-2)*
Description: Designed to be used with small groups and individual presentations in the library, classroom, or loaned for student/parent review in the home. Contains a built-in phonograph and screen to accommodate standard 35mm filmstrips and long-playing records. Also includes earphones for silent viewing. The manual version (CP-1) has single-frame, turn-knob advance; the automatic version (CP-2) has split-second, automatic advance, keeping the program in perfect synchronization. A built-in program hold control enables you to stop or start sound and picture instantly for discussion or taking notes.
Cost: CP-1 (Manual) $123.00
CP-2 (Automatic) 240.00
CP-2A (Cassette-Automatic) 275.00
Contact: Guidance Associates
Pleasantville, NY 10570

Note: All sound filmstrip programs may be requested "on approval." If the equipment does not meet your needs, simply send it back to the company with an evaluation without cost or obligation.

Item: *Dukane Cassette Super Micromatic Sound Filmstrip Projector (CP-8)*
Description: A versatile unit which serves as an automatic sound or manually operated filmstrip projector. Pictures change automatically in synchronization with the sound from an inaudible signal on the recording.
Cost: $295.00
Contact: Guidance Associates
Pleasantville, NY 10570

Item: *Dukane A-V Matic Sound Filmstrip Projector (CP-3)*
Description: This piece of equipment may be used by students in career centers who wish to view career and occupational information materials. It is a fully automatic projector including an automatic advance combined with record player and rear screen viewer.
Cost: $240.00
Contact: Guidance Associates
Pleasantville, NY 10570

Note: When purchasing $525.00 or more, Guidance Associates will allow a 33⅓% discount on projectors CP-3, CP-8.

Item: *Study Carrel*
Description: This all-purpose carrel is constructed of ¾" plywood and surfaced with laminated walnut-textured plastic. The dimensions of the student position are 36" wide by 36" deep; side panels are 18" high. This carrel is designed

to hold both record and cassette filmstrip boxes.

Cost: $185.00

Contact: Guidance Associates
Pleasantville, NY 10570

Item: *Graflex Auto-Vance Study Mate Cassette Load*

Description: An automatic cassett-loading film projector.

Cost: $120.00

Contact: Singer Education and Training Products
Society for Visual Education, Inc.
1345 Diversey Parkway, Chicago, IL 60614

Item: *Cassette Tape Recorder Model 2550 Wollensak*

Description: A tape system designed to handle sound and slides.

Cost: $290.00

Contact: Photo and Sound Company
870 Monterey Pass Rd., Monterey, CA 91754

Item: *Portable Cassette Tape Recorder, Sharp Model RD 403*

Description: A simplified cassette tape recorder.

Cost: $42.50

Contact: Instructional Materials and Equipment Distributors
1520 Cotner Ave., Los Angeles, CA 90025

Item: *Super 8 Sound Movie Projector, Fairchild Seventy 31*

Description: This projector is a mini-console designed to be used with the cassette format.

Cost: $425.00

Contact: Fairchild Camera and Instrument Corporation
Industrial Products Division
75 Mall Dr., Lommack, NY 11725

Career Kits

Item: *Career Desk-Top Kit*

Description: This kit is designed to be used by counselors at their desks and by students exploring careers. The kit will supplement other occupational material in a career center.

Cost: Senior kit $125.00
Junior High kit 114.50

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Note: The above kits include a one-year subscription to the up-dating Guidance Service.

Item: *Semiskilled Career Kit*

Description: This kit is designed to be used with potential high school dropouts or those who plan additional formal training beyond high school. The kit contains 150 career briefs, summaries, and job guides on semiskilled and unskilled jobs. Also included with the purchase of this kit is a one-year subscription to the Semiskilled Careers Service. After the first year the kit can be kept up-to-date by the Semiskilled Careers Service (mailed three times a year) approximately 60 items—$12.50 per year.

Cost: $42.00 f.o.b

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Item: *Industrial Careers Kit (skilled and technical)*

Description: This kit is designed for high school vocational education and industrial arts students. The kit contains 150 industrial, semiskilled, and technical career briefs and summaries. Also included is a cross-reference to easily locate specific and related career titles.

Cost: $42.00 (includes a one-year subscription to the Industrial Careers Service)

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Note: After the first year this kit can be kept up-to-date by the Industrial Careers Service (mailed three times a year), approximately 40 career titles $7.50 per year.

Item: *Business Careers Kit*

Description: This kit contains over 120 briefs, summaries, reprints, and posters. The kit includes a one-year subscription to the company's Business Careers Service. After the first year the kit can be kept up-to-date by the Business Careers Service (mailed three times a year), approximately 30 titles $6.00 per year.

Cost: $34.50 f.o.b.

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Item: *Health Careers Kit*

Description: This kit contains over 120 career pamphlets on skilled, semiskilled, professional, and semiprofessional jobs in the health field.

Cost: $34.50 f.o.b.

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Item: *Professional Careers Kit*

Description: Designed for college-bound high school students. The kit contains over 500 career items including a one-year subscription to an updating service mailed three times a year. After the first year, the updating service (of about 100 items) is $18.00 per year.

Cost: $75.00 f.o.b.

Contact: Careers, Inc.
P.O. Box 135, Largo, FL 33540

Item: *Occupational Guidance*

Description: The Occupational Guidance series is designed to answer career questions for all students. This publication presents material of interest to those students who plan to enter the work force after high school graduation as well as those who will enroll in colleges. There are five Occupational Guidance units available for ordering: Unit 1B, Unit 2B, Unit 3B, Unit 4A, and Unit 5A. Each unit consists of eight volumes containing 20 job descriptions for a total of 160 monographs per unit. To keep up-to-date in a rapidly changing world, one unit is revised each year; obsolete titles are removed and new careers described.

Cost:

One unit	$ 39.50
Two units	79.00
Three units	118.50
Four units	158.00
Five units	197.50

Contact: Finney Company
3350 Gorham Ave., Minneapolis, MN 55426

Item: *Job Opportunities*

Description: Job Opportunities, a program of 50 full color film loops, is designed for

non-college-bound students. This series covers occupations taken directly from the *Occupational Outlook Handbook* published by the U. S. Department of Labor, Bureau of Labor Statistics. On-the-spot camera studies generously range from manual occupations to technical laboratory work and cover the fields of building construction, health services, sales and services, repair work, manufacturing, transportation, communications, and public utilities.

Cost: $22.00 per film loop

Contact: Encyclopaedia Britannica Education Corporation
2494 Teagarden St., San Leandro, CA 94577

Note: If ten or more 8mm film loops are ordered, a 20% discount is offered. If the order is over $650.00 a free technicolor super 8mm projector is offered.

Item: *Super 8 Silent Film Loops*

Description: Several industrial film loops of possible interest to career centers are listed.

Cost: Prices vary according to the topic.

Contact: BFA Educational Media
2211 Michigan Ave., Santa Monica, CA 90404

Item: *Jobs for the 1970's*

Description: This is a slide presentation with an accompanying text about present and future job opportunities for today's students. It is designed to be used with students, counselors, teachers, parents, and other interested individuals; and provides information on the kinds of jobs available, the industries in which they are found, the qualifications for them, and insight into the prospective competitive situation for young people seeking to enter these jobs. The presentation consists of 40 slides and is highly recommended for purchase in career centers.

Cost: $10.00

Contact: U. S. Department of Labor
Bureau of Labor Statistics
450 Golden Gate Ave., San Francisco, CA 94102

Item: *Career Information Kit (revised–grades 9-14)*

Description: The Career Information Kit contains a user's guide, index, 20 student instruction sheets, and approximately 600 career information publications filed in indexed folders. The kit comes in a two-drawer, flip-top metal file on wheels that can be rolled easily from room to room. The lower drawer is free for additional materials. The user's guide contains an index to the briefs, a detailed explanation of Career Information Kit materials, and instructions for use. The index includes a complete cross-reference to Dewey Decimal classification numbers that direct the student to further exploratory subject-matter reading.

Cost: Career Information Kit (in case) $215.00
Career Information Kit (in file cabinet) 305.00

Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Item: *College Occupational Exploration Kit*

Description: This kit is designed to provide college-age persons with a systematic and personalized approach to career exploration. It contains an occupational scanner -a special coding device designed to help the student focus on specific occupations appropriate to his educational aspirations, verbal abilities, numerical skills, and special interests. Also included are 274 occupational briefs, 12 job family series booklets, 25 student guides, alphabetical list of occupational briefs, and four guidance series booklets.

Cost: College Occupational Exploration Kit $90.50

Student Guides (25 per package) 7.00
Specimen Set 2.65

Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Item: *Job Experience Kit (grades 8-12)*

Description: This kit provides a collection of work-simulation experiences in 20 representative occupations. Developed by Dr. John Krumboltz, each kit is designed to give students an opportunity to successfully solve problems typical of a particular occupation. Based on positive research findings, the Krumboltz kits have been demonstrated to be highly effective in generating student interest in career exploration.

Cost: Job Experience Kit $130.00
Complete Set of 20 Answer Sheets 10.00
Specimen Set 3.25

Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Item: *Job Family Series Booklets (grades 7-14)*

Description: The Job Family Series Booklets illustrate jobs that are related through common factors; for instance, satisfying similiar interests or requiring similar skills. The booklets describe a number of jobs at several educational levels and provide students with excellent resource materials.

Cost: Complete Set of 20 Booklets $21.00
Individual Booklets 1.30

Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611

Item: *Hon Four-Drawer Legal File Cabinet*

Description: Upright file cabinet.

Cost: $62.80

Contact: W. C. Patchett and Company
P.O. Box 2003, Walnut Creek, CA 94595

Item: *Hon Storage Cabinet with Lock*

Description: 36" by 54" storage cabinet with shelves

Cost: $48.30

Contact: W. C. Patchett and Company
P.O. Box 2003, Walnut Creek, CA 94595

Item: *Magazine Display Rack*

Description: Contains five shelves for displaying materials.

Cost: $77.40

Contact: W. C. Patchett and Company
P.O. Box 2003, Walnut Creek, CA 94595

Item: *Filing Equipment*

Description: This file has been specifically designed to hold occupational information published by Chronicle Guidance Corporation.

Cost: $88.50

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

APPENDIX E

PUBLICATIONS OF THE U.S. DEPARTMENT OF LABOR

Periodicals

**Current Wage Developments*
Employment and Earnings—monthly single copies $1.00, annual subscription $10.00, foreign $12.50
**Employment Situation*—monthly summary of employment and unemployment
**Labor Turnover*—monthly
Monthly Labor Review—single copies 75¢, annual subscription $9.00, foreign $11.25
Occupational Outlook Quarterly—current supplement to *Occupational Outlook Handbook*; single copies 45¢, annual subscription $1.50, foreign $2.00
**Special Labor Reports*—irregular
**State and Local Government Employment and Payrolls*—monthly
**Subject Index to Bureau of Labor Statistics Publications*—semiannually
**Union Wage Scales, Building Trades*—quarterly

PUBLICATIONS OF THE MANPOWER ADMINISTRATION

**Area Trends in Employment and Unemployment*—monthly
**Employment and Wages Covered by Unemployment Insurance*—quarterly
**Employment Service Statistics*—monthly
**Farm Labor Developments*—irregular
Manpower—monthly single copies 65¢, annual subscription $7.50, foreign $9.50

Any publication for sale (price indicated) may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Remittance should accompany the order. A discount of 25% is allowed on orders of 100 copies or more. Also, copies may be obtained under these same discount provisions from the U.S. Department of Labor, Bureau of Labor Statistics, 450 Golden Gate Ave., Box 36017, San Francisco, CA 94102.

*Publication may be ordered free of charge.

Handicapped Workers

Application for Employment to American Industry from the Physically Handicapped, PCEH[1], 1965
Awards and Recognition, PCEH, 1969
Awards Program at a Glance, PCEH, 1966
Building and Maintaining Community Support
Communications: A Program Guide, 1969-70, PCEH, 1969
Employment Assistance for the Handicapped: Directory of Federal and State Programs, PCEH, 1967
Guide to Job Placement of the Mentally Restored, PCEH, 1965
Guidebooks for Handicapped Travelers, compiled by Women's Committee, PCEH, 1969
Guidelines for Compiling a Directory of Community Services in Rehabilitation and Employment of Handicapped, PCEH, 1966
How Federal Services Have Served the Handicapped, PCEH, 1969
How to Get A Job, PCEH, 1967
President's Committee on Employment of the Handicapped: Advisory Council Annual Meeting, June 4, 1968, PCEH, 1968
Production Hang-Ups???, PCEH, 1969

[1]PCEH – President's Committee on Educationally Handicapped

Seven Services: How the Employment Service Helps the Handicapped, MA[2], 1966, 15¢
Speakers Guide, PCEH, 1969
Special Report to the President, PCEH, 1965
To Every Man His Chance: Program Guide, 1968-69, PCEH, 1968
Volunteers: The Crucial Difference, PCEH, 1970
Wasted Assets?, PCEH, 1965
Youth Involvement: The First Step, PCEH, 1970

Apprenticeship Training

Apprenticeship Training (revised), MA, 1969
Apprenticeship Training, Sure Way to a Skilled Craft (revised), MA, 1969, 15¢
Apprenticeship Past and Present (revised), MA, 1969, 25¢
National Apprenticeship Program (revised), MA, 1966
National Apprenticeship Standards:
- *Automobile Mechanic, Body Repairman, and Painter,* MA, 1965
- *Automobile Mechanics,* MA, 1966
- *Bricklaying* (revised), MA, 1966
- *Cement Masonry, Asphalt, and Composition Trade* (revised), MA, 1969
- *Lathing Industry* (revised), MA, 1970
- *Machinist* (automatic screw machines), MA, 1969, 20¢
- *Plastering* (revised), MA, 1965
- *Stained Glass Industry* (revised), MA, 1968

Setting Up An Apprenticeship Program, MA, 1966
Veterans – Train for a Skilled Trade Through Apprenticeship (revised), MA, 1970

Occupations

Career Guide for Demand Occupations, MA, 1966
Choosing Your Occupation, MA, 1965, 15¢
Counselor's Desk Aid, MA, 1969
Counselor's Guide to Manpower Information, BLS[3], 1968, $1.00
Dairy Products Industry: Occupations and Trends, MA, 1970, 75¢
Dictionary of Occupational Titles, 3rd ed.
- Vol. I, *Job Titles,* MA, 1965, $7.75
- Vol. II, *Occupational Classification,* MA, 1965, $4.25
- *Conversion Table for Second and Third Editions,* MA, 1965, $5.50
- *Selected Characteristics of Occupations:*
  - Supplement 1, MA, 1966, $2.25
  - Supplement 2, MA, 1968, $1.50
- *Suffix Codes for Jobs Defined,* MA, 1967, $2.00
- *Training Manual,* Unit No. 4
  - Part A, *Instructor's Guide,* MA, 1965, 35¢
  - Part B, *Trainee's Workbook,* MA, 1965, $3.00

Education and Jobs, BLS, 1969, 10¢ each:
- "Jobs for Which Junior College, Technical Institute, or Other Specialized Training is Usually Required"
- "Jobs for Which a High School Education is Generally Required"
- "Jobs for Which a College Education is Usually Required"
- "Jobs for Which a High School Education is Preferred, But Not Essential"
- "Jobs for Which Apprenticeship Training is Available"

English and Your Career (revised), BLS, 1968
Foreign Languages and Your Career (revised), BLS, 1968
Guide to Local Occupational Information (revised), MA, 1965, $1.65
Math and Your Career (revised), BLS/HEW[4], 1968

[2]MA – Manpower Administration
[3]BLS – Bureau of Labor Statistics
[4]HEW – Health, Education, and Welfare

Numerically Controlled Metal-Cutting Machining, MA, 1968, 45¢
Occupational Analysis of Computers in Medical Sciences, MA, 1969, 45¢
Occupational Guides, MA, 1969, $1.00 each:
No. 1, "Optometry"
No. 2, "Oceanography"
Occupational Outlook Handbook, 1972-73, BLS, $6.25
Social Science and Your Career, MA, 1968

The following list of subject headings are produced by the U.S. Department of Labor, Manpower Administration, 450 Golden Gate Ave., San Francisco, CA 94102.

Agricultural Labor
Apprenticeship
Career Information
Child Care
Civil Rights
Concentrated Employment Program
Cooperative Area Manpower Planning System (CAMPS)
Cost Effectiveness
Counseling and Interviewing
Ecology
Education
Equal Employment Opportunity
Evaluation
Experimental and Demonstration Programs
Farm Labor
Federal Government
Foreign Labor
Handicapped
Health Manpower
Job Bank and Job Matching
Job Corps
Job Design
Job Mobility
JOBS Program
Labor Force
Labor Market Information
Labor Unions
Management
Manpower Development and Training Act
Manpower Policy
Manpower Programs
Manpower Projections
Migrant Workers
Minority Groups
Negroes
Neighborhood Youth Corps
New Careers
Occupations
Older Workers
Outreach
Placement
Prisoners/Parolees/Ex-Convicts
Productivity
Program Developments
Public Service Careers
Research
Revenue Sharing
Rural Manpower
Scientists and Engineers
Spanish Language Publications
Special Impact Program
State and Local Governments
Statistics
Testing
Training
Unemployment
Unemployment Insurance
Upgrading
Veterans and Servicemen
Volunteers
Wages and Labor Standards
Welfare
Women
Work Incentive Program
Work Training in Industry
Youth
Youth Opportunity Centers

APPENDIX F

SOURCES OF PUBLISHED INDEXES, GUIDES, REFERENCES, DIRECTORIES, AND RESOURCES FOR CAREER CENTERS

American Junior Colleges, 8th ed.

Contents: This guide lists 14,000 programs in approximately 500 curriculum areas. A valuable resource for any career center.
Cost: $18.00
Contact: American Council on Education
1 Dupont Circle, Washington, D.C. 20036

Apprenticeship Information Guide

Contents: Exploration and requirements for apprenticeships in California.
Cost: Free
Contact: California Division of Apprenticeship Standards
305 Golden Gate Ave., San Francisco, CA 94102

Associated Publishers Catalog

Contents: Lists guidance materials from 1,000 different sources which may be purchased.
Cost: Free
Contact: Associated Publishers
Guidance Publications Center
355 State St., Los Altos, CA 94022

Automation and Women Workers

Contact: Women's Bureau Wage and Labor Standards
U.S. Department of Labor
450 Golden Gate Ave., Room 1023, San Francisco, CA 94102

Barron's Guide to the Two-Year Colleges

Contents: This guide provides facts about programs, admission requirements, costs, financial aids, and vocationally-centered programs in two-year colleges as well as technical and vocational institutes.
Cost: $2.80
Contact: Barron's Educational Series, Inc.
113 Crossways Park Dr., Woodbury, NY 11797

Bay Area Directory of Job Placement Services for Minorities

Contents: This directory has listings of various agencies which have informed KNBR of their work in actual job placement.
Cost: Free
Contact: KNBR 680
Fox Plaza, The Civic Center, San Francisco, CA 94102

California Employment Directory, 1969

Contents: A state-wide directory of California job sources in business, industry, and government.
Contact: Benjamin Charles Tarnutzer
580 Market St., San Francisco, CA 94104

California Labor Supply & Demand Summary

Contents: Published each month, it lists by geographic area the supply and demand occupations.

Cost: Free

Contact: State Office Clearance Unit
Department of Human Resources Development
800 Capitol Mall, Sacramento, CA 95814

Career Employment Guide

Contents: Directory of employers who offer summer jobs in industry, utilities, research laboratories, insurance, finance, retailing, government, and elsewhere. Also lists the nature of employer's business and where to apply.

Cost: $2.00

Contact: National Employment Services Institute
1100 Connecticut Ave., N.W., Washington, D.C. 20036

Career Guide for Demand Occupations

Contact: U.S. Government Printing Office
450 Golden Gate Ave., San Francisco, CA 94102

Career Index (Cumulative 1971-72)

Contents: This index is primarily a shelf reference for counselors who wish to secure free and inexpensive materials of interest for students and/or counselors. Other items that would be of interest to other school personnel have also been included. Completely updated during the summer of 1971, it is a compilation of about 650 sources of publications and audio-visual materials. These materials have been listed alphabetically by source and cross-referenced by occupational, professional, and educational subjects.

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Career Opportunities

Contents: This publication contains a series of articles designed to help guide young people to a better future.

Cost: Free

Contact: Career Information Service
New York Life Insurance Company
Box 51, Madison Square Station, New York, NY 10010

Careers in California State Government, 1972

Contents: This 72-page occupational guide highlights those State positions for which graduation from college is a requirement. It is divided into three parts: a summary of the organization and functions of the California State Government; brief descriptions of the work of various State departments that have entry-level positions; and a list of career opportunities, with job information, entrance requirements, and an occupational index.

Cost: Free

Contact: Publications Supervisor
801 Capitol Mall, Sacramento, CA 95814

Note: This booklet has been mailed to school guidance departments. Additional copies may be obtained free of charge on a first-come-first-serve basis from the above address.

College Charts - 1971-72

Contents: This publication contains information of value to both guidance counselors

and college-bound students who wish to explore possible choices of institutions of higher education. This edition provides data for approximately 2,880 institutions of higher education.

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Colleges: A Guide for Counselors, Parents, and Students

Contents: Contains classified information on four- and two-year colleges.

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Courses Offered By California Schools – 1970, 24th ed.

Contents: The purpose of this publication is to provide information most frequently asked of the California State Department of Education regarding public and private institutions of higher education that offer approved courses for the training and education of veterans and other eligible persons under Title 38, U.S. Code. In addition, it provides information relative to private schools that offer courses beyond the high school level to adults, and that meet the requirements of Section 29007 of the California Education Code.

Cost: Free

Contact: Bureau of School Approvals
State Education Building
721 Capitol Mall, Sacramento, CA 95814

Note: Copies of this booklet have been sent to all California high school and college counselors, State and public libraries, veterans' service offices, regional offices of the State Department of Veterans' Affairs, local offices of the State Department of Human Resources Development, many universities in the United States, and other agencies.

Counseling Girls and Women: Awareness, Analysis, Action

Contact: U.S. Department of Labor
Manpower Administration, Washington, D.C. 20210

Counselor's Desk Aid

Contents: 18 basic vocational directions and summary information.

Contact: U.S. Department of Labor
U.S. Government Printing Office
450 Golden Gate Ave., San Francisco, CA 94102

Counselor's Guide to Manpower Information, 1968

Contents: Annotated bibliography of hundreds of Federal and State publications selected for their value to counselors.

Cost: $1.00

Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Counselor's Information Service

Contents: A quarterly annotated bibliography of current literature on education and vocational guidance.

Cost: $7.00

Contact: B'Nai B'Rith Vocational Service
1640 Rhode Island Ave., N.W., Washington, D.C. 20036

Cowles Guide to Careers and Professions

Contents: A complete guide to career planning which lists more than 60 careers and professions requiring college training and includes information about salaries, opportunities for promotion, education, and training requirements; plus indepth descriptions of careers from accounting to veterinary medicine and a special section on planning a college schedule for the career desired.

Cost: $3.95

Contact: Cowles Education Corporation
Look Building, 488 Mission Ave., New York, NY 10022

Directory of Achievement Tests for Occupational Education

Contents: This directory describes 150 tests for automotive trades; building trades; drafting, printing, and graphic arts; electronics; health occupations; machine trades; and office occupations.

Cost: $2.00

Contact: Information Services
Educational Testing Service
Princeton, NJ 08540

Directory of Occupational Titles, 1965

Contents: Two volumes provide a current inventory of jobs in the American economy and give an extensive analysis and description of what each involves and the traits needed by the workers.

Cost: Volume I, *Definitions of Titles* $5.00
Volume II, *Occupational Classifications* 4.25
There have been two supplements published since 1965.
Supplement I (published in 1966) $2.25
Supplement II (published in 1968) 1.50

Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Directory of National Trade & Professional Associations of the United States

Contents: Names, addresses, secretaries, size, publications, and annual meeting dates of more than 4,000 associations. Each is a potential source of occupational information.

Cost: $12.50

Contact: Columbis Books
917 - 15th St., Washington, D.C. 20005

Directory of Vocational Training Courses

Contents: Lists institutions which offer training courses in many occupations.

Contact: Janice M. Murphy, S.R.A. Inc.
259 E. Erie St., Chicago, IL 60611

Directory of Vocational Training Sources

Contents: This directory is intended to help guidance counselors, librarians, school officials, students, and other interested persons locate sources of vocational training in the local community, the state, or the United States as a whole.

Cost: $3.75

Contact: Science Research Associates, Inc.
259 E. Erie St., Chicago, IL 60611;
or write to your local Science Research Associates representative.

Educators Guide to Free Guidance Materials

Contents: Classified, annotated list of films and printed materials on occupational information.
Cost: $7.50
Contact: Educators Progress Service
Randolph, WI 53956

The Encyclopedia of Careers and Vocational Guidance, 1967

Volume I, *Planning Your Career*
Contents: This reference book discusses the important areas of work: i.e., job families.

Volume II, *Careers and Occupations*
Contents: This reference book gives information about specific careers.
Cost: $21.65 for both volumes
Contact: J. G. Ferguson Publishing Company
6 N. Michigan Ave., Chicago, IL 60802

Environmental Education in the Community College

Contents: Junior college officials discuss the extent of present programming in two-year colleges and possible demands for future.
Cost: $4.50
Contact: American Association of Junior Colleges
1 Dupont Circle, Washington, D.C. 20036

Federal Career Directory (San Francisco Region), 1966

Contents: Describes careers with the Federal Government for college graduates.
Cost: $1.50
Contact: U.S. Civil Service Commission
450 Golden Gate Ave., Box 36010, San Francisco, CA 94102

Films On Manpower

Contents: 32 films cover hundreds of jobs as well as techniques to be used for looking and applying for jobs, keeping it once it's found, and winning advancement.
Cost: May buy or rent – rental fees range from $7.50 to $12.50
Contact: National Audio-Visual Center
General Services Administration
Washington, D.C. 20409

Graduate and Professional School – Opportunities for Minority Students

Contents: A comprehensive guide to schools which offer programs for minorities. A 240-page listing of 910 programs in 317 institutions.
Cost: Free to black or other minority student organizations, libraries, and college and graduate school counselors.
Contact: Information Services
Educational Testing Service, Princeton, NJ 08540

Guidance Exchange (issued quarterly)

Contact: Grand Central Station
Box 1464, New York, NY 10017

Guidance Publications in Print (issued bimonthly)

Contact: Associated Publishers
Los Altos, CA 94022

Guide to College Majors 1971-72

Contents: This guide provides information on undergraduate and graduate degrees in more than 300 fields of study, granted by approximately 2,400 institutions of higher education.

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Guide to Local Occupational Information

Cost: Free

Contact: U.S. Department of Labor
Bureau of Employment Security
Washington, D.C. 20210

Guide to Conducting a Consultation on Women's Employment With Employers and Union Representatives

Contents: A planning guide for conducting local meetings on women's employment.

Cost: Free

Contact: U.S. Department of Labor
Washington, D.C. 20210

Health Careers Guidebook

Contents: Discusses the various careers in medicine and related fields.

Cost: $1.50

Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Job Guide for Young Workers, 1969-70

Contents: Increases effectiveness of counseling and guidance by providing up-to-date job information.

Contact: U.S. Department of Labor
U.S. Government Printing Office
450 Golden Gate Ave., San Francisco, CA 94102

Job Scene Booklets

Contents: A series of 22 cartoon-type pamphlets on careers for disadvantaged students. Each contains eight 5" by 7" pages, printed in four colors.

Cost: 8¢ each

Contact: IPD Publishing Company, Inc.
461 Park Ave., South, New York, NY 10016

Lovejoy's Career and Vocational School Guide

Contents: This is a directory of 3,525 schools and opportunities for training in more than 200 careers, skills, and trades. It also lists locations of special job training for the handicapped.

Cost: $3.95

Contact: Simon & Schuster, Inc.
1 W. 39th St., New York, NY 10018

Major Field of Study – 1971-73

Contents: The information contained in this edition represents a compilation of the 18th, 19th, 20th, and 21st editions of *Earned Degrees Conferred,* published annually by the U.S. Office of Education. These surveys report earned bachelor's and higher degrees conferred, requiring four or more years of college work. In addition to the report of these degrees, *Major Fields of Study – 1971-73* is now including information concerning organized, occupational-curriculum awards granted by two- and four-year institutions of higher education. The data reported in this new section is in chart form, and is based upon the first and second editions of *Associate Degrees and Other Formal Awards Below the Baccalaureate,* published by the Office of Education.

Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Manpower

Contents: Monthly magazine of the Manpower Administration of the U.S. Department of Labor. Contains excellent feature stories on occupations, and news of new publications and reports.

Cost: $7.50 per year

Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Manpower Research and Development Projects, 1971 ed.

Contents: Description of 500 research projects conducted by the Manpower Administration. Topics include training the disadvantaged, comparative costs of training programs, and implementing experimental projects in existing programs.

Cost: Free

Contact: U.S. Department of Labor
Manpower Administration (MIC)
Washington, D.C. 20210

Motivational Pamphlets from U.S. Department of Labor

"Biology and Your Career"
"English and Your Career"
"Foreign Languages and Your Career"
"Math and Your Career"
"Science and Your Career"
"Social Science and Your Career"
"Thinking of an Office Job?"
"Your Job as a Repairman or Mechanic"

Cost: Free

Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

National Career Information Center

Contents: An APGA service available as of August 1972. Includes a monthly newsletter on career information and dissemination techniques as well as career resource bibliographies.

Cost: Annual Subscription – $15.00 to APGA members; $25.00 to others

Contact: National Career Information Center
1607 New Hampshire Ave., NW, Washington, D.C. 20009

New Careers – Jobs With a Future and a Profession

Cost: 15¢
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

NVCA Bibliography of Current Career Information

Contents: Lists career literature and films by occupation and tells where to obtain them. Also indicates type of publication, rates, and entries based upon the publication's degree of adherance to the association's standards for use in preparation and evaluation of occupational literature.
Cost: $2.00
Contact: Publications Sales
American Personnel & Guidance Association
1605 New Hampshire Ave., NW, Washington, D.C. 20009

Occupational Handbook of the U.S. Air Force

Contents: A manual for vocational guidance counselors containing Air Force career field briefs.
Cost: Free
Contact: Your local United States Air Force Recruiting Office; or
Headquarters, U.S. Air Force
The Pentagon
Washington, D.C. 20330
Note: Similar manuals are also available for the other Armed Services. Contact the appropriate recruiting offices for further information.

Occupational Index (issued quarterly)

Contact: Personnel Services, Inc.
Box 306, Jaffrey, NH 03454

Occupational Outlook Handbook

Contents: Employment information, for use in career guidance on almost all of the major occupational categories in the American economy.
Cost: $6.25
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Occupational Outlook Quarterly

Contents: A publication of the Bureau of Labor Statistics, U.S. Department of Labor, which contains articles on manpower needs; and also lists counseling aids and new publications on manpower.
Cost: $1.50 per year
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Publications of the Bureau of Labor Statistics

Cost: $1.00
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Recreation Employment Guide

Contents: Directory of employers who offer summer jobs in resorts, motels, hotels, restaurants, ranches, camps, marinas, beaches, theatres, parks, etc.
Cost: $2.00
Contact: National Employment Services Institute
1100 Connecticut Ave., Washington, D.C. 20036

Reference Manual – California Association of Private Schools and Colleges

Contents: Describes 30 private schools and colleges and 84 job-training programs.
Cost: Free
Contact: California Association of Private Schools and Colleges
3780 W. 6th St., Los Angeles, CA 90005

Selected Training Programs for Physician Support Personnel–March 1971

Contents: This reference contains descriptions of 125 programs in 35 states. Of the 125 programs, 78 accept students with varied qualifications.
Cost: Free
Contact: Department of Health, Education, and Welfare; or
National Institutes of Health Manpower Education
Division of Manpower Intelligence, Professional Requirements Branch
(Department of Health, Education, and Welfare publication No. NIH 72-182)

Series of Pamphlets From U.S. Department of Labor

"Jobs for Which Junior College, Technical Institute, or Other Specialized Training is Usually Required"
"Jobs for Which a High School Education is Generally Required"
"Jobs for Which a College Education is Usually Required"
"Jobs for Which a High School Education is Preferred, But Not Essential"
"Jobs for Which Apprenticeship Training is Available"
Cost: Free
Contact: U.S. Department of Labor
Bureau of Labor Statistics
450 Golden Gate Ave., Box 36017, San Francisco, CA 94102

The Specialty-Oriented Student Research Program

Contents: Descriptions of private schools based on the evaluations made by students enrolled in them. Evaluations include the following areas: kinds of students enrolled, housing available, costs, part-time jobs, equipment, and instructors. They also give a general rating to their schools and the percentage of students who complete their schooling.
Cost: $15.00
Contact: Dr. Ken B. Hoyt
University of Iowa
Iowa City, IA 52240

Student Aid Annual, 1971-72

Contents: Section I contains non-college sources of financial aid for entering freshmen; Section II contains non-college sources of financial aid for graduate students. The sections are cross-referenced for easy access to information.
Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Student Aid Bulletin

Contents: Contains a comprehensive listing of scholarships, loans, and awards offered by independent and AFL-CIO-affiliated labor unions to students in 49 states.
Contact: Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Technician Education Handbook, 1965-66

Contents: Contains a nationwide directory of schools offering technician training.
Cost: $10.00
Contact: Prakken Publications, Inc.
416 Long Shore Dr., P.O. Box 623, Ann Arbor, MI 48107

Technological Trends in Major American Industries

Contact: U.S. Department of Labor
Bulletin #1474
450 Golden Gate Ave., Rm. 1023, San Francisco, CA 94102

Una Causa Extraordinaria

Contents: A brochure on careers in education for Mexican-Americans.
Cost: Free
Contact: National Center for Information on Careers in Education
1607 New Hampshire Ave., NW, Washington, D.C. 20009

Vocational Education and Occupations, 1969

Contents: Tells what kinds of instructional programs exist for preparing students for specific occupations which do not require a bachelors degree, but does not include information on schools in which courses are offered.
Cost: $2.25
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

Vocational Instructional Materials Available from Federal Agencies

Contents: Listing of 1,600 training and curriculum documents produced by Federal Government agencies for over 400 instructional programs. Many usable in present form.
Cost:
"Agriculture" 1780-0836 ..... $1.50
"Distributive Education" 1780-0837 ..... 1.25
"Health Occupations" 1780-0838 ..... 1.00
"Home Economics" 1780-0839 ..... 1.25
"Office Occupations" 1780-0840 ..... 1.00
"Technical Education" 1780-0841 ..... 1.25
"Trade and Industrial Occupations" 1780-0842 ..... 1.50
Contact: Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

*APPENDIX G

The following career films are available from the Alameda County School Department Audio-Visual Center.

Accounting–The Language of Business MP-1288

22 min., 16mm, grades 9-12
Information regarding the many duties and responsibilities of a certified public accountant is clearly presented to give the high school student an insight into the profession.
Associations Films 1956

Careers: Agri-Business MP-3325

12 min., 16mm, color, grades 9-12
Explores many job opportunities in the world of agriculture from produce handling to food processing. Highlights areas ordinarily overlooked in this growing industry.
Doubleday Multimedia 1970

Careers: Mechanics MP-3326

12 min., 16mm, color, grades 9-12
From jet engine to computer, the mechanic checks dials, gears, and gauges to make things go. Interviews with aircraft and auto mechanics. Doubleday Multimedia 1970

Careers: Sales MP-3327

12 min., 16mm, grades 9-12
Drawing from a cross section of selling situations–door-to-door, retail, and wholesale–a wide range of sales circumstances is examined and reviewed. Doubleday Multimedia 1970

Expanding Horizons: Opportunities Unlimited MP-2910

25 min., 16mm, color, grades 9-12
Depicts the home economist in action in many diversified fields, such as home furnishing, food and nutrition, textiles and clothing, and medicine. Discovery Teaching Films 1968

Fishing for a Living MP-2774

11 min., 16mm, color, grades 9-12
Provides an introduction to the commercial fishing industry, showing the teamwork, skill, and life of large-scale, deep-sea fishing. Johnson-Hunt 1951

Getting a Job Is a Job MP-2680

17 min., 16mm, color, grades 9-12
Follows two young people as they seek employment, pointing out the right and wrong way of applying for a job.
Dibbie-Dash 1967

*The Alameda County Task Force on Careers Information Centers will issue to holders of this Guide, an updated list of materials, equipment, and films as soon as the Task Force has had time to evaluate the items' usefulness.

Job Interview: Three Young Men MP-2679

16 min., 16mm, color, grades 9-12
Three young applicants are interviewed for trainee positions. The film stimulates thought and discussion about job interviews and preparation for employment.
Churchill Films 1967

Job Interview: Three Young Women MP-2678

17 min., 16mm, color, grades 9-12
In the film, three young women apply and are interviewed for trainee positions. Churchill Films 1967

Jobs and Interviews: Getting Started MP-3330

15 min., 16mm, color, grades 9-12
Designed for the school dropout and non-college-bound graduate. Deals with the "world of work" in general. Gives suggestions relative to choosing what to do and how to get a job. McGraw-Hill 1969

Jobs for Men: Where Am I Going? MP-3328

11 min., 16mm, color, grades 9-12
Designed for the school dropout and non-college-bound graduate. Deals with the "world of work" in general. Gives suggestions relative to choosing what to do and how to get a job. McGraw-Hill 1968

Jobs for Women: Where Are You Going Virginia? MP-3329

13 min., 16mm, color, grades 9-12
Designed for the school dropout and non-college-bound graduate. Deals with the "world of work" in general. Gives suggestions relative to choosing what to do and how to get a job. McGraw-Hill 1969

Opportunity for the Builders of Tomorrow MP-1854

18 min., 16mm, color, grades 9-12
Shows the importance of industrial arts education by relating to job opportunities. Could be used for student counseling and parent information. Nels Nelson 1959

Science of the Sea MP-1661

20 min., 16mm, color, grades 9-12
The study of the ocean and its products, life, and minerals presents an interesting overview of vocational possibilities in the specific field of oceanography.
International Films Bureau 1958

Technology and You MP-1761

13 min., 16mm, color, grades 9-12
Emphasizes the development and use of technological skills in

transportation, architecture, and city planning. Stresses opportunities for young scientists and technicians in the fields of atomic power, nuclear science, and solar energy.

Neubacher Productions 1959

Free Loan 16mm Sound Motion Pictures

The following films are available from Associate Films, 25358 Cypress Ave., Hayward, CA 94547, phone (415) 783-0100.

Breaking the Sound Barrier *S-096*

28 min., color

This film's aim is to encourage high school and college students to enter a career in audiology, speech pathology, or education of the deaf. It shows some of the different causes and effects of these disorders and how the professionals' skills in using highly sophisticated equipment and techniques combine to help such handicapped children and adults "break the sound barrier" and assume responsible, rewarding roles. It is narrated by actress Nanette Fabray who is a successful graduate of hearing therapy. Available to high school and college groups. User pays return postage only.

National Association of Hearing and Speech Agencies

Distributive Education: Tell It Like It Is *S-188*

29 min., color

With more than one-third of our nation's work force engaged in distribution, the importance of distributive education classes in high schools is becoming even more imperative. In this film the opportunities in distribution, plus scenes from actual classes, will interest more students in becoming part of this movement. User pays return postage only.

American Vocational Association and
Sears Roebuck Foundation

The Electronics Service Technician: Futures Unlimited *1343*

12 min., color

The demand for qualified technicians to service TVs, air conditioners, tape recorders, phonographs, and all the new electronic machines is so great that there is now unlimited career opportunity in this area for those who can qualify through education and experience. Available to high schools, vocational schools, and colleges. User pays return postage only.

Electronics Industries Association

Engineering America's Future *49820*

14 min., color 14 min., color

This film shows how drafting equipment is made with the precision and accuracy demanded by engineers, architects, and draftsmen. During this colorful tour of the modern POST plant in Owen, Wisconsin, you will see the manufacture of drafting tools from rough-cut logs to the finished product.

Frederick Post Company

Good Hand - Good Eye *2400*

17 min., color

This film was made to inform young men of the opportunitites and educational requirements for careers in the automotive paint and body shop. It is sponsored by the DuPont Company to recruit young men for apprenticeship training in the automotive refinish industry. Available to high schools and above. User pays return postage only.

E. I. DuPont de Nemours & Company

What Do You Want? *F-327*

22 min., color

This film is designed to tell the potential student and his parents about career opportunities in insurance and the work-study program at the College of Insurance, a fully accredited college located in New York City. The academic program, student life at the college, and career opportunities are discussed from the students' viewpoint. Available to insurance groups, business organizations, and educational institutions. User pays return postage only.

College of Insurance

Note: The Career Film Evaluation Committee of the National Vocational Guidance Association prepares a regular feature entitled "Current Career Films" published in the *Vocational Guidance Quarterly*. This service reports on recent films with information on length, color, cost, producer, subject area, and age-grade level. Also included are synopses, technical evaluations, comments, and ratings based upon the same NVGA categories as those used for occupational literature.

APPENDIX H

SOME THOUGHTS AND SUGGESTIONS FOR VOLUNTEERS IN COLLEGE/CAREER INFORMATION

(Excerpts from talk on April 30, 1970 by Eugene McCreary, Supervisor of Teacher Education, University of California, Berkeley)

1. Of the various counseling functions, volunteers will work primarily in the areas of:
   a. Gathering, cataloging, and maintaining information
   b. Explaining and interpreting information
   c. Referring students to other persons and agencies
   d. Assisting in recording and keeping data
   e. Helping students prepare applications and forms.
2. Volunteers should be aware of communication barriers across the lines of age, sex, social class, ethnic identity, and status; and should try to bridge these barriers through sensitivity to imputed inferiority-superiority relationships, language differences, usage variations, diverse assumptions, cultural contrasts, and hidden feelings. Try to learn to understand nonverbal communications.
3. Volunteers should try to become more aware of their own motivations and needs and avoid fulfilling themselves at the expense of others by directing, manipulating, or managing them.
4. Volunteers should try to learn as much as possible about the schools in which they work and the student populations in order to fit their services to the real needs expressed by staff and students.
5. Volunteers should try to do well at whatever they undertake. The emphasis should be on the quality of service rather than volume. In a new program, volunteers should be ready to adjust to and fill unexpected roles.
6. Volunteers should exhibit patience, adaptability, and a non-judgmental attitude, thereby fitting into the school situation comfortably—accepting and appreciating diverse styles of personality and different ways of working.
7. Volunteers should learn to understand, accept, and appreciate diverse student styles and cultural expressions.
8. Volunteers should learn to hear and understand what students say or seek and to respond to student requests as precisely as possible.
9. Volunteers should be ready to interpret information carefully and patiently without expecting or asking students to "read it themselves."
10. Volunteers should be sensitive to the possibility that a student may not know exactly what he wants or seeks—he may be very infirm in his commitment, conviction, or purpose. (Indecision, doubt, and hesitation are likely states of mind for young people.)
11. Volunteers should not pretend omniscience but instead should let students know the limits of their knowledge and help them find the necessary information. Always follow through and get what is sought.
12. Volunteers should see the professionals as resources, confiding in them without preempting their valuable time or undercutting student trust and confidence in them.
13. Volunteers should listen, hear, note, sense, care, encourage, and respond to verbal and nonverbal cues, and test hunches.
14. Volunteers, while providing specifics to students, should try to train themselves to be sensitive to unspoken needs and to encourage clients who do not always make clear what they need or seek.

15. Volunteers should report all matters of importance beyond their role to the professionals whether or not they think the young people will seek the counselor's help on their own.

16. Volunteers, while frank, friendly, and attentive to student needs, should not seek or assume intimacy, familiarity, or a "buddy" role; neither should they try to remain aloof or to avoid the friendly relationship that is bound to develop when they really help students.

17. Volunteers should not undercut respect for or disparage any particular college or class of colleges -inform students objectively.

18. Volunteers should not undercut respect for or disparage any particular vocation. Describe objectively the requirements, preparation, and circumstances of work.

19. Volunteers should not disparage any non-college choices but should inform students of alternatives non-judgmentally.

20. Volunteers should not speculate about, or encourage student speculation about, student abilities or talents. Have open-ended and high confidence in all students. Emphasize the nature of vocations and the requirements of colleges. Never assume you can judge the real ability of others.

21. Volunteers should always be reminded of the goal: to help students know, accept, and appreciate themselves.

22. Volunteers should avoid any assumption that their own personal experiences and enthusiasms in school or life will be reproduced in young people today. Times have changed and individuals differ remarkably.

23. Volunteers should minimize talking about themselves. Hear, listen, and respond to student interests and needs.

24. Volunteers should be available whenever, and as long as, students want to communicate but should not encourage students to loiter.

25. Volunteers should learn to develop cheerful, friendly, and inviting greetings and dismissals of students. They should show that they want to help.

26. Volunteers should avoid all tendencies to play the role of junior grade psychoanalyst. Try to see your students as people, not cases.

27. Volunteers should try to be positive and optimistic about individual and social alternatives. Avoid alarmist and cynical postures—students usually have enough doubts already.

28. Volunteers will enjoy their work to the extent that they continue to inform themselves about counseling, youth, work, and educational choice.

APPENDIX I

CAREER CENTER FLOOR PLANS*

FIGURE 1
Career Counseling Center, Crawford High School, San Diego, California

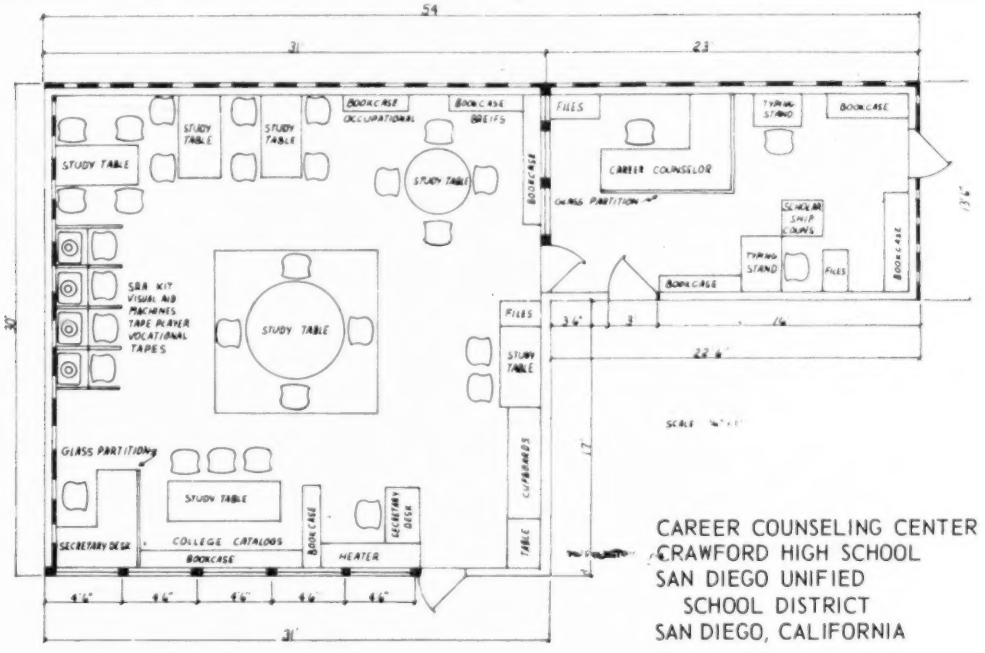
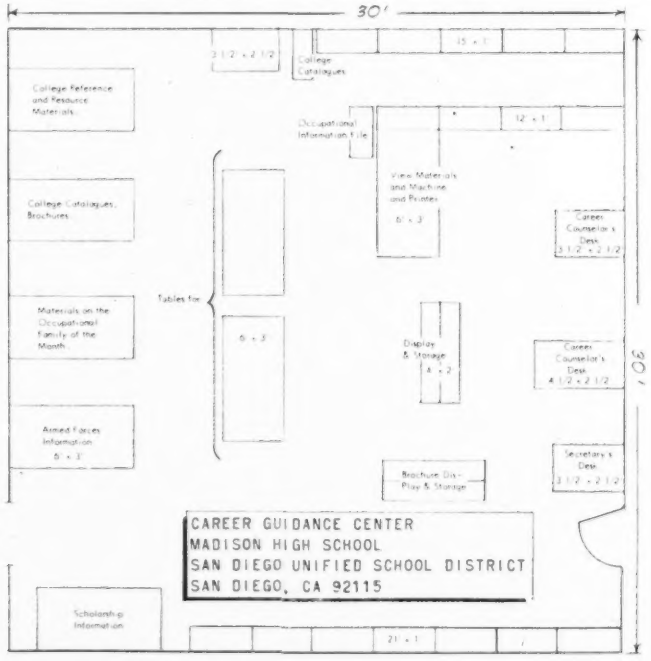


FIGURE 2
Career Guidance Center, Madison High School, San Diego, California



*Sample floor plans by Thomas J. Jacobson, guidance coordinator, San Diego County Department of Education, with permission—copyright 1972 by American Personnel and Guidance Association.

FIGURE 3
Career Information Center, Coronado Unified School District, Coronado, California

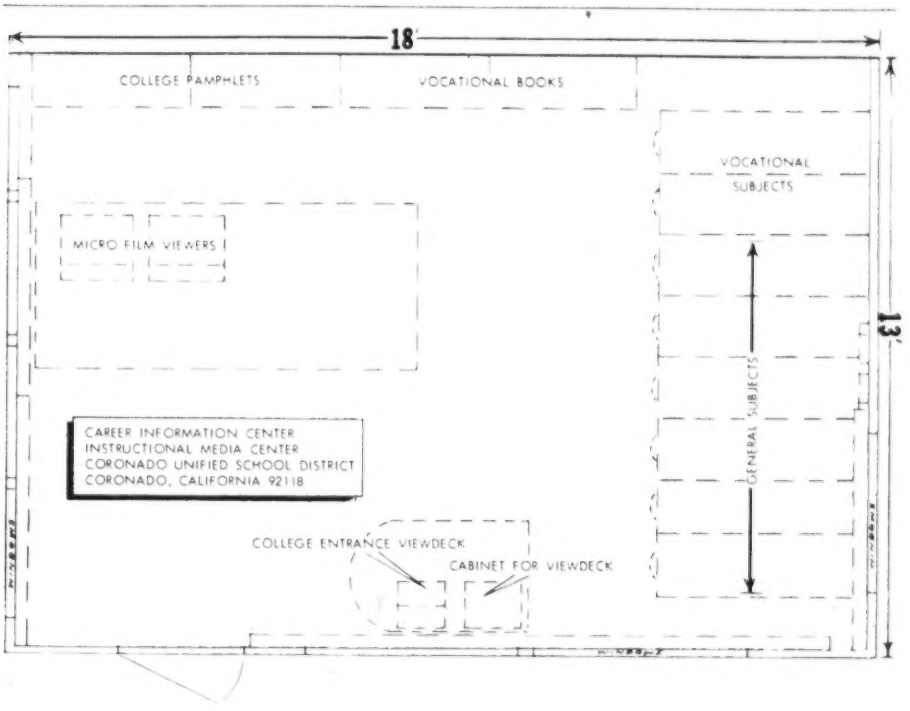
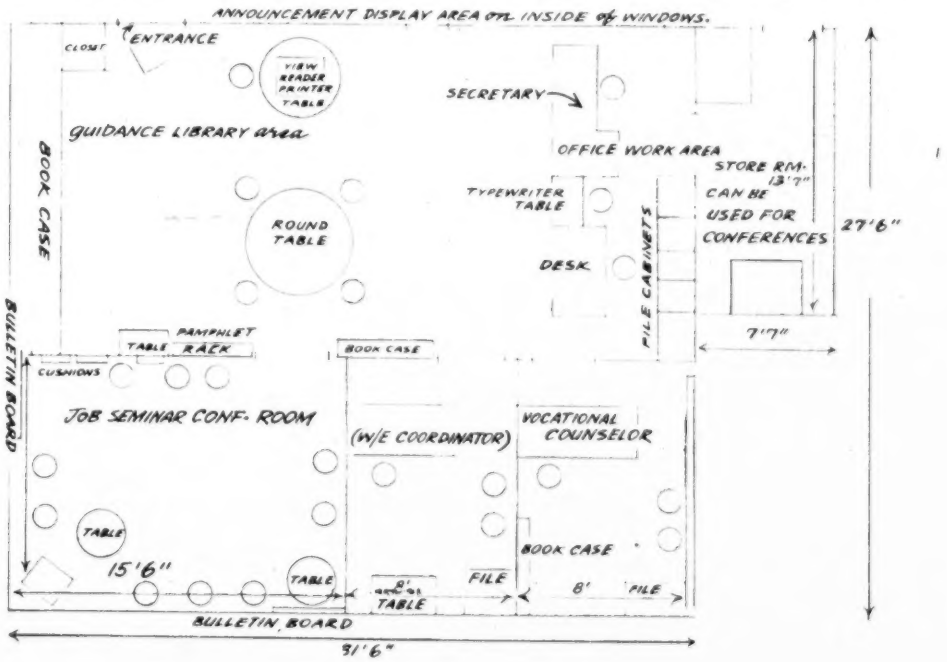


FIGURE 4
Career Development Center, Mount Miguel High School, Spring Valley, California



APPENDIX J

NEW AND EMERGING TECHNOLOGIES

Environmental Control Technicians
Technicians Dealing with Problems of Urban Living
Medical and Related Health Specialists
Aviation and Aerospace Specialists
Teaching and Related Assistants
Community and Public Service Specialists
Physical Science and Related Engineering Technicians
Distribution and Commerical or Institutional Services
Biological Technicians and Specialists
Agriculture and Related Technicians
Oceanographic and Marine Technicians
Art Therapists

APPENDIX K

ADDITIONAL SOURCES OF OCCUPATIONAL INFORMATION

By writing to the sources in this section, a school can receive free career materials which can be utilized in developing an up-to-date career information file.

Accounting Careers Council
Natl. Distribution Center
P.O. Box 650
Radio City Station
New York, NY 10019

Accoustical Society of America
335 E. 35th St.
New York, NY 10017

Administrative Research Assn.
Box 3
Deerfield, IL 60015

Advertising Educ. Publications
3429 - 55th St.
Lubbock, TX 79413

Advertising Federation of America
655 Madison Ave.
New York, NY 10022

Aerospace Industries Assoc.
of America, Inc.
1725 De Sales St., NW
Washington, D.C. 20036

Aerospace Medical Assn.
Washington Natl. Airport
Washington, D.C. 20001

Agency for Int. Development
Washington, D.C. 20523

Agricultural Research Service
U.S. Dept. of Agriculture
Hyattsville, MD 20782

Air Conditioning Inst.
1815 N. Fort Myer Dr.
Arlington, VA 22209

Air Transport Assn. of America
1000 Connecticut Ave.
Washington, D.C. 20036

Airline Dispatchers' Assn.
929 W. Broad St.
Falls Church, VA 22130

Airline Pilots' Assn., Int.
1329 E St., NW
Washington, D.C. 20004

Airline Stewards' & Stewardesses' Assn.
55th & Cicero Ave.
Chicago, IL 60638

Alliance of Ind. Telephone Unions
1422 Chestnut St.
Philadelphia, PA 19102

Alumnae Advisory Center, Inc.
541 Madison Ave.
New York, NY 10022

Aluminum Assn., The
420 Lexington Ave.
New York, NY 10017

Amalgamated Clothing Workers
of America
15 Union Square
New York, NY 10003

Amalgamated Meat Cutters and Butchers
2800 N. Sheridan Rd.
Chicago, IL 60657

American Accounting Assn.
School of Commerce
University of Wisconsin
Madison, WI 53700

American Advertising Federation
1225 Connecticut Ave., NW
Washington, D.C. 20036

American & National Professional
Baseball Clubs
Public Relations Dept.
200 S. Michigan Ave.
Chicago, IL 60611

American Anthropological Assn.
3700 Massachusetts Ave., NW
Washington, D.C. 20036

American Animal Hospital Assn.
3920 E. Jackson Blvd.
Elkhart, IN 46514

American Apparel Mfg. Assn., Inc.
2000 K St., NW
Washington, D.C. 20006

American Assn. for Health,
Physical Educ., & Recreation
1201 - 16th St., NW
Washington, D.C. 20036

American Assoc. of Advertising Agencies
200 Park Ave.
New York, NY 10017

American Assn. of Medical
Record Librarians
211 E. Chicago Ave.
Chicago, IL 60611

American Assn. of Nurse Anesthetists
Prudential Plaza
Suite 3010
Chicago, IL 60601

American Assn. of Nurserymen
835 Southern Building
Washington, D.C. 20005

American Assn. of Petroleum Geol.
P.O. Box 979
Tulsa, OK 74101

American Astronomical Society
211 FitzRandolph Rd.
Princeton, NJ 08405

American Bakers' Assn.
1700 Pennsylvania Ave., NW
Suite 650
Washington, D.C. 20006

American Bankers' Assoc.
Adm. and Mgt. Develop.
90 Park Ave.
New York, NY 10016

American Bar Assn.
Information Service
1155 E. 60th St.
Chicago, IL 60637

American Board of Funeral Service Educ.
201 Columbia St.
Fairmont, WV 26554

American Board of Opticianry
821 Eggert Rd.
Buffalo, NY 14266

American Camping Assn.
Bradford Woods
Martinsville, IN 46151

American Ceramic Society
4055 N. High St.
Columbus, OH 43214

American Chemical Society
1155 - 16th St., NW
Washington, D.C. 20036

American Chiropractic Assn.
American Building
2200 Grand Ave.
P.O. Box 1535
Des Moines, IA 50306

American College of Hospital Adm.
840 N. Lake Shore Dr.
Chicago, IL 60611

American College of Physicians
4200 Pine St.
Philadelphia, PA 19104

American College of Surgeons
55 E. Erie St.
Chicago, IL 60611

American Congress of Surveying
& Mapping
Woodward Building
Washington, D.C. 20005

American Council on Educ.
for Journalism
Ernie Pyle Hall
Bloomington, IN 47405

American Council of Pharmaceutical
Educ.
77 W. Washington St.
Chicago, IL 60602

American Dental Assistants' Assn.
211 E. Chicago Ave.
Chicago, IL 60611

American Dental Hygienists' Assn.
American Dental Assn. Council on
Dental Education
211 E. Chicago Ave.
Chicago, IL 60611

American Dietetic Assn.
620 N. Michigan Ave.
Chicago, IL 60611

American Economics Assn.
Northwestern University
629 Noyes St.
Evanston, IL 60201

American Electroplaters' Society, Inc.
56 Melmore Gardens
East Orange, NJ 07017

American Federation of Information
Processing Societies
210 Summit Ave.
Montvale, NJ 17645

American Federation of Labor and
Congress of Industrial Org.
Building and Construction Trades Dept.
815 - 16th St., NW
Washington, D.C. 20006

American Federation of Musicians
(AFL-CIO)
641 Lexington Ave.
New York, NY 10022

American Federation of Teachers
Order Department
1012 - 14th St., NW
Washington, D.C. 20005

American Federation of Technical
Engineers
1126 - 16th St., NW
Washington, D.C. 20036

American Fisheries' Society
1040 Washington Blvd.
15th St. & New York Ave., NW
Washington, D.C. 20005

American Forest Inst.
1835 K Street, NW
Washington, D.C. 20006

American Forestry Assn.
Chief Forester's Office
919 - 17th St., NW
Washington, D.C. 20006

American Gas Assn., Inc.
605 - 3rd Ave.
New York, NY 10016

American Geological Inst.
1444 N St., NW
Washington, D.C. 20005

American Geophysical Union
1145 - 19th St., NW
Washington, D.C. 20036

American Guild of Musical Artists
1841 Broadway
New York, NY 10023

American Guild of Organists
630 - 5th Ave.
New York, NY 10020

American Hearing Society
919 - 18th St., NW
Washington, D.C. 20009

American Historical Society
400 A St., SE
Washington, D.C. 20003

American Hospital Assn.
Division of Health Careers
840 N. Lake Shore Dr.
Chicago, IL 60611

American Hotel & Motel Assn.
888 - 7th St.
New York, NY 10019

American Hotel & Motel Assoc.
Educational Inst.
221 W. 57th St.
New York, NY 10019

American Industrial Arts Assn.
1210 - 16th St., NW
Washington, D.C. 20036

American Inst. for Design & Drafting
305 S. Andrews Ave.
Suite 610
Fort Lauderdale, FL 33301

American Inst. of Aeronautics
& Astronautics, Inc.
1290 Avenue of the Americas
New York, NY 10019

American Inst. of Architects
1735 New York Ave., NW
Washington, D.C. 20006

American Inst. of Biological Sciences
3900 Wisconsin Ave., NW
Washington, D.C. 20016

American Inst. of Certified Public
Accountants
666 - 5th Ave.
New York, NY 10019

American Inst. of Chemical Engineers
345 E. 47th St.
New York, NY 10017

American Inst. of Industrial Engineers
345 E. 47th St.
Washington, D.C. 10017

American Inst. of Planners
917 - 15th St., NW
Washington, D.C. 20005

American Iron & Steel Inst.
150 E. 42nd St.
New York, NY 10017

American Legion Education &
Scholarship Program
Americanism Division
Indianapolis, IN 46206

American Library Assn.
Office for Recruitment
50 E. Huron St.
Chicago, IL 60611

American Management Assn.
135 W. 50th St.
New York, NY 10020

American Marketing Assn.
230 N. Michigan Ave.
Chicago, IL 60601

American Mathematical Society
P.O. Box 6248
Providence, RI 02904

American Meat Inst.
59 E. Van Buren St.
Chicago, IL 60605

American Medical Assn.
535 N. Dearborn St.
Chicago, IL 60610

American Medical Technologists
710 Higgins Rd.
Park Ridge, IL 60068

American Medical Technologists' Society
Hermann Professional Building
Suite 1600
Houston, TX 77025

American Medical Womens' Assn., Inc.
1790 Broadway
New York, NY 10019

American Meteorological Society
45 Beacon St.
Boston, MA 02108

American Model Festival, The
P.O. Box 100
Croton-on-Hudson, NY 10520

American Natl. Red Cross
Washington, D.C. 20006

American Newspaper Guild
Research Dept.
1126 - 16th St., NW
Washington, D.C. 20036

American Newspaper Publishers' Assn.
750 Third Ave.
New York, NY 10017

American Occupational Therapy Assn.
251 Park Ave., S
New York, NY 10010

American Optometric Assn.
7000 Chippewa St.
St. Louis, MO 63119

American Osteopathic Assn.
312 E. Ohio St.
Chicago, IL 60611

American Paper Inst.
260 Madison Ave.
New York, NY 10016

American Petroleum Inst.
1801 K St., NW
Washington, D.C. 20006

American Petroleum Inst.
1271 Avenue of the Americas
New York, NY 10020

American Pharmaceutical Assn.
2215 Constitution Ave., NW
Washington, D.C. 20037

American Photoplatemakers' Assn.
166 W. Van Buren St.
Chicago, IL 60604

American Psychological Assn.
1200 - 17th St., NW
Washington, D.C. 20036

American Physical Therapy Assn.
1740 Broadway
New York, NY 10019

American Physiological Society
9650 Wisconsin Ave.
Washington, D.C. 20014

American Podiatry Assn.
Career Guidance Section
Chevy Chase Circle, NW
Washington, D.C. 20015

American Public Health Assn.
1790 Broadway
New York, NY 10019

American Registry for Radiologic Tech.
2600 Wayzata Blvd.
Minneapolis, MN 55405

American Rehabilitation Counseling Assn.
1607 New Hampshire Ave., NW
Washington, D.C. 20009

American School Counselor Assn.
1605 New Hampshire Ave., NW
Washington, D.C. 20009

American Society for Horticulture Science
P.O. Box 109
St. Joseph, MI 49085

American Society for Metals
Metals Park, OH 44073

American Society for Microbiology
1913 Eye St., NW
Washington, D.C. 20006

American Society for Personnel Adm.
52 E. Bride St.
Berea, OH 44017

American Society for Pharmacology & Experimental Therapeutics, Inc.
9650 Rockville Pike
Bethesda, MD 20014

American Society of Agriculture Engineers
P.O. Box 229
Joseph, MI 49085

American Society of Agronomy
677 Segoe Rd.
Madison, WI 53700

American Society of Civil Engineers
345 E. 47th St.
New York, NY 10017

American Society of Heating, Refrigerating, & Air Conditioning
345 E. 47th St.
New York, NY 10017

American Society of Landscape Architects, Inc.
2013 I St., NW
Washington, D.C. 20006

American Society of Limnology & Oceanography
W. K. Kellogg Biological Station
Michigan State University
Hickory Corners, MI 49060

American Society of Mechanical Engineers
345 E. 47th St.
New York, NY 10017

American Society of Oceanography
854 Main Building
Houston, TX 77002

American Society of Photogrammetry
105 N. Virginia Ave.
Falls Church, VA 22046

American Society of Radiologic Technologists
537 S. Main St.
Fond du Lac, WI 54935

American Society of Range Mgt.
P.O. Box 5041
Portland, OR 97200

American Speech & Hearing Assn.
9030 Old Georgetown Rd.
Washington, D.C. 20014

American Statistical Assn.
806 - 15th St., NW, #640
Washington, D.C. 20005

American Textile Mfg. Inst., Inc.
1501 Johnston Building
Charlotte, NC 28200

American Trucking Assn., Inc.
1616 P St., NW
Washington, D.C. 20036

American Veterinary Medical Assn.
600 S. Michigan Ave.
Chicago, IL 60605

American Watchmakers' Inst.
P.O. Box 11011
Cincinnati, OH 45211

American Welding Society
345 E. 47th St.
New York, NY 10017

Arizona State Employment Service
Phoenix, AZ 85000

Asphalt & Vinyl, Asbestos Tile Inst.
101 Park Ave.
New York, NY 10017

Assoc. for Educ. in Journalism
University of Wisconsin
425 Henry Hall
Madison, WI 53706

Assoc. Fur Mfrs., Inc.
101 W. 30th St.
New York, NY 10001

Assoc. General Contractors of America, Inc.
1957 E St., NW
Washington, D.C. 20036

Assoc. Master Barbers & Beauticians of America
219 Greenwich Rd.
P.O. Box 17782
Charlotte, NC 28211

Assoc. of American Geographers
1146 - 16th St., NW
Washington, D.C. 20036

Assoc. of American Railroads
Washington, D.C. 20036

Assoc. of College Unions–Int.
Cornell University
Williard Straight Hall
Ithaca, NY 14850

Assoc. of Home Appliance Mfrs.
20 N. Wacker Dr.
Chicago, IL 60606

Assoc. of Industrial Advertisers
41 E. 42nd St.
New York, NY 10017

Assoc. of University Programs in Hospital Adm.
1642 E. 56th St.
Chicago, IL 60637

Assn. for Computing Machinery
1133 Avenue of the Americas
New York, NY 10036

Atlas Chemical Industries, Inc.
Wilmington, DE 19899

Automobile Manufacturers' Assoc., Inc.
Educ. Services
320 New Center Bldg.
Detroit, MI 48202

Automotive Service Industry Assoc.
168 N. Michigan Ave.
Chicago, IL 60601

Bellamn Publishing Company
P.O. Box 172
Cambridge, MA 02138

Blue Cross Assn.
840 N. Lake Shore Dr.
Chicago, IL 60611

B'Nai B'Rith Vocational Service
1640 Rhode Island Ave., NW
Washington, D.C. 20036

Board of Certified Laboratory Assistants
445 N. Lake Shore Dr.
Chicago, IL 60611

Botanical Society of America, Inc.
Rutgers University
New Brunswick, NJ 08903

Bricklayers', Masons', & Plasterers' Int. Union of America
815 - 15th St., NW
Washington, D.C. 20005

Brotherhood of Painters, Decorators, & Paperhangers of America
1925 K St., NW
Washington, D.C. 20006

Bureau of Apprenticeship & Training
U.S. Dept. of Labor
Washington, D.C. 20210

Bureau of Employment Security
165 N. Canal St., Rm. 401
Chicago, IL 60606

Bureau of Labor Statistics
U.S. Dept. of Labor
Washington, D.C. 20212

Bureau of Land Management
Federal Center Building 50
Denver, CO 80225

Bureau of Personnel & Training
National Board, YWCA
600 Lexington Ave.
New York, NY 10012

California Human Relations Agency
800 Capitol Mall
Sacramento, CA 95814

California State Dept. of Employment
Sacramento, CA 95814

California State Police Headquarters
Sacramento, CA 95814

Canadian Occupations Monograph
Queen's Printer & Controller of Stationery
Ottawa, Canada

Careers
Largo, FL 33540

Careers
Washington, D.C. 20202

Carpet and Rug Inst.
Empire State Building
New York, NY 10001

Casualty Actuarial Society
200 E. 42nd St.
New York, NY 10017

Chemical Industries
1155 - 16th St., NW
Washington, D.C. 20036

Chronicle Guidance Publications, Inc.
Moravia, NY 13118

Clothing Mfrs. Assoc. of U.S.A.
135 W. 50th St.
New York, NY 10020

Club Managers' Assoc. of America
1030 - 15th St., NW
Suite 720
Washington, D.C. 20036

College of Engineering
University of Florida
Gainsville, FL 32603

College Placement Council, Inc.
P.O. Box 2263
Bethlehem, PA 18001

Commission on Educ. in Physical Medicine & Rehabilitation
1800 Chicago Ave.
Minneapolis, MN 55404

Committee on Marine Research, Educ., & Facilities
Building 159 E, Rm. 476
Washington Navy Yard
Washington, D.C. 20390

Communications Workers of America
1925 K St., NW
Washington, D.C. 20006

Conde Nast Publications, Inc.
541 Madison Ave.
New York, NY 10022

Consumer & Marketing Service
U.S. Dept. of Agriculture
536 S. Clark St.
Chicago, IL 60605

Consumer Protection & Environmental Health Services
Dept. of Health, Education, & Welfare
200 C St., SW
Washington, D.C. 20204

Contracting Plasterers' & Lathemens' Int.
304 Landmark Building
1343 H St., NW
Washington, D.C. 20005

Corn Industries Research Foundation Inc.
Washington, D.C. 20000

Council on Hotel, Restaurant, & Inst. Educ.
Cornell University
Statler Hall
Ithaca, NY 14850

Council on Social Work Educ.
345 E. 46th St.
New York, NY 10018

Crayon, Watercolor & Craft Inst., Inc.
Eden Hill Rd.
Newtown, CT 06470

Data Processing Mgt. Assoc.
505 Busse Highway
Park Ridge, IL 60068

David McKay Company
750 - 3rd Ave.
New York, NY 10017

Dept. of Employment Service
Salt Lake City, UT 84100

Dept. of Medicine & Surgery
Veterans' Administration
Washington, D.C. 20420

Diesel Engine Mfrs. Assoc.
122 E. 42nd St.
New York, NY 10017

Division of Dental Health
U.S. Dept. of Health, Education, & Welfare
Washington, D.C. 20201

Division of Employment Security
State of Missouri
Jefferson City, MO 65101

Division of Library Services & Educ. Facilities
U.S. Dept. of Health, Education, & Welfare
Washington, D.C. 20201

Division of Vocational & Technical Educ.
Bureau of Adult, Vocational, & Library Programs
U.S. Office of Education
Washington, D.C. 20202

Eastman Kodak Company
Rochester, NY 14650

Eaton Paper Company
Advertising Department
Pittsfield, MA 01201

Edison Electric Inst.
750 - 3rd Ave.
New York, NY 10017

Educ. Council of the Graphic Arts Industries
4615 Forbes Ave.
Pittsburg, PA 15213

Electronic Data Processing
Veterans' Administration
Washington, D.C. 20420

Electronic Industries Assoc.
c/o Consumer Electronic Group
2001 Eye St., NW
Washington, D.C. 20006

Engineering Manpower Commission
Engineers Joint Council
345 E. 47th St.
New York, NY 10017

Engineers Council for Professional Develop.
345 E. 47th St.
New York, NY 10017

Entomological Society of America
4603 Calvert Rd.
College Park, MD 20740

Environmental Science Services Adm.
Personnel Division AD 42
6010 Executive Blvd.
Rockville, MD 26852

Farm Equipment Inst.
850 Wrigley Building, N
410 N. Michigan Ave.
Chicago, IL 60611

Federal Bureau of Investigation
Dept. of Justice Building
Washington, D.C. 20535

Federal Deposit Insurance Company
Director of Personnel
550 - 17th St., NW
Washington, D.C. 20429

Fibre Box Assoc.
224 S. Michigan Ave.
Chicago, IL 60604

Field Enterprises Educ. Corp.
Educ. Services
Merchandise Mart Plaza
Chicago, IL 60654

Financial Executive Inst.
50 W. 44th St.
New York, NY 10036

Finney Company
3350 Gorham Ave.
Minneapolis, MN 55400

Flight Engineers' Int., Assoc.
100 Indiana Ave., NW
Washington, D.C. 20001

Florida State Employment Service
Tallahassee, FL 32301

Forest Service
U.S. Dept. of Agriculture
1621 N. Kent St.
Arlington, VA 20415

Franklin Watts, Inc.
575 Lexington Ave.
New York, NY 10022

Fraternal Order of Police
Pick-Carter Hotel
1012 Prospect Ave.
Cleveland, OH 44115

Future Farmers Service
Alexandria, VA 22300

Gemological Inst. of America
Registrar's Office
11940 San Vicente Blvd.
Los Angeles, CA 90049

Granvue Technical Inst.
60 E. 42nd St.
New York, NY 10020

Graphic Arts Technical Foundation
4615 Forbes Ave.
Pittsburgh, PA 15213

Guidance Centre
College of Education
University of Toronto
371 Bloor St.
W. Toronto 5
Ontario, Canada

Guidance Exchange
P.O. Box 1464
Grand Central Station
New York, NY 10017

Guild of Prescription on Opticians of America
1250 Connecticut Ave., NW
Washington, D.C. 20036

Harper & Row, Inc.
49 E. 33rd St.
New York, NY 10016

Helene Curtis Industries
4401 W. North Ave.
Chicago, IL 60639

High School News Service
U.S. Dept. of Defense
Building 1B
Great Lakes, IL 60085

Home Economics Education
Bureau of Adult, Vocational, & Library Programs
U.S. Dept. of Health, Education, & Welfare
Washington, D.C. 20202

Hospital Administration
840 N. Lake Shore Dr.
Chicago, IL 60611

Idaho Dept. of Employment
P.O. Box 7189
Boise, ID 83707

Ind. Garage Workers of America
624 S. Michigan Ave.
Chicago, IL 60605

Indiana Public Employment Service
Research and Statistics Section
10 N. Senate Ave.
Indianapolis, IN 46200

Industrial Designers' Society of America
60 W. 55th St.
New York, NY 10019

Ingenue Magazine
750 - 3rd Ave.
New York, NY 10019

Inst. for Certifying Secretaries
1103 Grand Ave.
Kansas City, MO 64106

Inst. of Electrical & Electronic Engineers
345 E. 47th St.
New York, NY 10017

Inst. of Internal Auditors
170 Broadway
New York, NY 10038

Inst. of Life Insurance
277 Park Ave.
New York, NY 10017

Inst. of Mathematical Statistics
Dept. of Statistics
Calif. State University, Hayward
25800 Hillary St.
Hayward, CA 94542

Instrument Society of America
530 William Penn Place
Pittsburgh, PA 15200

Insurance Information Inst.
110 William St.
New York, NY 10038

Insurance Work
Educ. Division
277 Park Ave.
New York, NY 10017

Interagency Board of U.S. Civil Service
Examiners for Washington, D.C.
1900 E St., NW
Washington, D.C. 20415

Internal Revenue Service
U.S. Treasury Dept.
Washington, D.C. 20000

Int. Assn. of Clothing Designers
125 - 12th St.
Philadelphia, PA 19107

Int. Assn. of Fire Fighters
905 - 16th St., NW
Washington, D.C. 20006

Int. Assn. of Machinists
& Aerospace Workers
1300 Connecticut Ave., NW
Washington, D.C. 20036

Int. Assn. of Marble, Slate & Stone
Polishers, Rubbers & Sawyers, Tile
& Marble Setters: Helpers & Marble
Mosaic & Terrazo Workers
821 - 15th St., NW
Washington, D.C. 20005

Int. Assn. of Milk, Food
& Environmental Sanitarians
Blue Ridge Road
P.O. Box 437
Shelbyville, IN 46176

Int. Assoc. of Chiefs of Police
1319 - 18th St., NW
Washington, D.C. 20036

Int. Assoc. of Electrotypers
& Stereotypers, Inc.
758 Leader Building
Cleveland, OH 44114

Int. Assoc. of Fire Chiefs
232 Madison Ave.
New York, NY 10016

Int. Assoc. of Women Police
100 N. La Salle St.
Chicago, IL 60602

Int. Brotherhood of All Pulp,
Sulphite, & Paper Mill Workers
Dept. of Research & Educ.
Box 247
Port Edward, NY 12828

Int. Brotherhood of Boilermakers,
Iron Shipbuilders, Blacksmiths,
Forgers, & Helpers
8th & State Aves.
Kansas City, KS 66101

Int. Brotherhood of Bookbinders
1612 K St., NW
Washington, D.C. 20016

Int. Brotherhood of Electrical Workers
1200 - 15th St., NW
Washington, D.C. 20005

Int. Chiropractors' Assn.
741 Brady St.
Davenport, IA 52805

Int. Jewelry Workers' Union,
Local #1
133 W. 44th St.
New York, NY 10036

Int. Ladies' Garment Workers' Union
1710 Broadway
New York, NY 10019

Int. Oceanographic Foundation
1 Rickenbacker Causeway
Miami, FL 33141

Int. Society of Clinical
Laboratory Technologists
805 Ambassador Building
411 N. 7th St.
St. Louis, MO 63101

Int. Stereotypers' & Electrotypers'
Union of North America
10 S. La Salle St.
Chicago, IL 60603

Int. Typographic Composition
Assoc., Inc.
2233 Wisconsin Ave., NW
Washington, D.C. 20007

Int. Typographical Union
P.O. Box 157
Colorado Springs, CO 80901

Int. Union of Electrical Radio
& Machine Workers
1126 - 16th St., NW
Washington, D.C. 20036

Int. Union of Elevator Constructors
12 S. 12th St.
Philadelphia, PA 19107

Int. Union of Operating Engineers
1125 - 17th St., NW
Washington, D.C. 20036

Int. Union of United Automobile,
Aerospace, & Implement Workers
of America
8000 E. Jefferson Ave.
Detroit, MI 48214

Investment Bankers' Assn. of America
425 - 13th St., NW
Washington, D.C. 20004

Journal of the American Medical
Womens' Assn.
1790 Broadway
New York, NY 10000

Journeymen Barbers', Hairdressers',
Cosmetologists', & Proprietors'
Int. Union of America
1141 N. Deleware St.
Indianapolis, IN 46209

Kentucky Mental Health Manpower
Commission
Louisville, KY 40200

Laborers' Int. Union of North America
905 - 18th St., NW
Washington, D.C. 20006

Life Insurance Agency Mgt. Assn.
170 Sigourney St.
Hartford, CT 06105

Lithographers' & Photoengravers'
Int. Union
233 W. 49th St.
New York, NY 10019

Little, Brown & Company
34 Beacon St.
Boston, MA 02106

Macmillan Company
Brown and Front Sts.
Riverside, NJ 18075

Mademoiselle
420 Lexington Ave.
New York, NY 10017

Manufacturing Chemists' Assn., Inc.
1825 Connecticut Ave., NW
Washington, D.C. 20009

Manufacturing Jewelers & Silversmiths of America
Sheraton-Biltmore Hotel
Providence, RI 02902

Master Photo Dealers' & Finishers' Assn.
603 Lansing Ave.
Jackson, MI 49202

Mathematical Assn. of America
1225 Connecticut Ave., NW
Washington, D.C. 20036

Medical Technology
Veterans' Administration
Washington, D.C. 20420

Metallurgical Society of the American Inst. of Mining, The
345 E. 47th St.
Washington, D.C. 10017

Michigan Employment Security Commission
Occupational Research Unit
7310 Woodward Ave.
Detroit, MI 48202

Minnesota Commission on Patient Care
Box 389 W
Minneapolis, MN 55400

Minnesota School of Journalism
Minneapolis, MN 55414

Mississippi Employment Security Commission
Jackson, MS 39200

Missouri Division of Employment Security
St. Louis, MO 63100

Modeling Assn. of America
145 E. 53rd St.
Suite 8
New York, NY 10002

Natl. Aeronautics & Space Adm.
Washington, D.C. 20546

Natl. Aerospace Educ. Council
806 - 15th St., NW
Washington, D.C. 20036

Natl. Alliance of Television Assn.
5908 S. Troy St.
Chicago, IL 60629

Natl. Appliance & Radio-TV Dealers' Assn.
364 Merchandise Mart
Chicago, IL 60654

Natl. Art Educ. Assoc.
1201 - 16th St., NW
Washington, D.C. 20036

Natl. Assoc. for Music Therapy
P.O. Box 610
Lawrence, KS 66044

Natl. Assoc. of Auto Trim Shops
129 Broadway
Long Island, NY 11563

Natl. Assoc. of Barber Schools
750 - 3rd Ave.
Huntington, WV 25701

Natl. Assoc. of Certified Dental Laboratories, Inc.
3801 Mt. Vernon Ave.
Alexandria, VA 22305

Natl. Assoc. of Metal Finishers
248 Lorraine Ave.
Upper Montclair, NJ 07043

Natl. Assoc. of Plumbing-Heating-Cooling Contractors
Apprenticeship Committee
1016 - 20th St., NW
Washington, D.C. 20036

Natl. Assoc. of Power Engineers
176 W. Adam St.
Chicago, IL 60603

Natl. Assoc. of Schools of Music
1424 - 16th St., NW
Washington, D.C. 20036

Natl. Assn. for Mental Health
2110 E. 1st St.
Santa Ana, CA 92705

Natl. Assn. for Practical Nurse Educ. & Service, Inc.
1455 Broadway
New York, NY 10036

Natl. Assn. for Practical Nurse Educ. & Service, Inc.
535 - 5th Ave.
New York, NY 10017

Natl. Assn. of Accountants
505 Park Ave.
New York, NY 10022

Natl. Assn. of Bank Women, Inc.
60 E. 42nd St.
New York, NY 10017

Natl. Assn. of Certified Dental Lab.
3801 Mt. Vernon Ave.
Alexandria, VA 22305

Natl. Assn. of Chain Drug Stores
1625 Eye St., NW
Washington, D.C. 20006

Natl. Assn. of Home Builders
1625 L St., NW
Washington, D.C. 20036

Natl. Assn. of Insurance Agents, Inc.
96 Fulton St.
New York, NY 10038

Natl. Assn. of Licensed Practical Nurses, Inc.
250 W. 57th St.
New York, NY 10019

Natl. Assn. of Life Underwriters
1922 F St., NW
Washington, D.C. 20006

Natl. Assn. of Purchasing Mgt.
11 Park Place
New York, NY 10007

Natl. Assn. of Real Estate Boards
Dept. of Education
155 E. Superior St.
Chicago, IL 60611

Natl. Assn. of Retail Druggists
1 E. Wacker Dr.
Chicago, IL 60601

Natl. Assn. of Sanitarians
1550 Lincoln St.
Denver, CO 80203

Natl. Assn. of Trade & Technical Schools
1601 - 18th St., NW
Washington, D.C. 20009

Natl. Assn. of Wholesalers
1725 K St., NW
Washington, D.C. 20006

Natl. Automatic Merchandising Assn.
7 S. Dearborn St.
Chicago, IL 60603

Natl. Automatic Sprinkler & Fire Control Assn.
277 Park Ave.
New York, NY 10007

Natl. Automobile Dealers' Assn.
2000 K St., NW
Washington, D.C. 20006

Natl. Automotive Parts Assn.
29 E. Madison St.
Chicago, IL 60602

Natl. Beauty Career Center
3839 White Plains Rd.
Bronx, NY 10467

Natl. Board of the Coat & Shirt Industry
450 - 7th Ave.
New York, NY 10001

Natl. Bureau for Lathing & Plastering
938 K St., NW
Washington, D.C. 20001

Natl. Cartoonists' Assn.
152 Colonial Parkway
Manhasset, Long Island, NY 11030

Natl. Coal Assn.
1130 - 17th St., NW
Washington, D.C. 20036

Natl. Commission for Careers in Social Work
2 Park Ave.
New York, NY 10016

Natl. Commission for Social Work Careers
Council on Social Work Educ.
345 E. 46th St.
New York, NY 10017

Natl. Commission on Teacher Educ. Professional Standards
1201 - 16th St., NW
Washington, D.C. 20036

Natl. Committee on Household Employment
1346 Connecticut Ave., NW
Washington, D.C. 20036

Natl. Consumer Finance Assn.
1000 - 16th St., NW
Washington, D.C. 20036

Natl. Council of Teachers of Mathematics,
1201 - 6th St., NW
Washington, D.C. 20036

Natl. Council of Technical Schools
1835 K St., NW, Rm. 907
Washington, D.C. 20006

Natl. Council of the Churches of Christ in U.S.A.
475 Riverside Dr.
New York, NY 10027

Natl. Council of YMCA's of U.S.
291 Broadway
New York, NY 10007

Natl. Dress Mfrs.' Assn., Inc.
570 - 7th Ave.
New York, NY 10018

Natl. Easter Seal Society for Crippled Children & Adults
2023 W. Ogden Ave.
Chicago, IL 60612

Natl. Educ. Assn. of U.S.
1201 - 16th St., NW
Washington, D.C. 20036

Natl. Electrical Contractors' Assn.
1730 Rhode Island Ave., NW
Washington, D.C. 20036

Natl. Electric Sign Assn.
600 Hunter Ave.
Oak Brook, IL 60521

Natl. Employment Counselors' Assn.
1807 New Hampshire Ave.
Washington, D.C. 20009

Natl. Executive Housekeepers' Assn., Inc.
Business and Professional Bldg.
Gallipolis, OH 45631

Natl. Farm & Power Equip. Dealers' Assoc.
2340 Hampton Ave.
St. Louis, MO 63139

Natl. Foremens' Inst.
24 Rope Ferry Rd.
Waterfront, CT 06385

Natl. Hairdressers' & Cosmetologists' Assn.
175 - 5th St.
New York, NY 10010

Natl. Home Study Council
1601 - 18th St., NW
Washington, D.C. 20009

Natl. Industrial Recreation Assn.
20 N. Wacker Dr.
Chicago, IL 60606

Natl. Inst. of Health
9000 Rockville Pike
Bethesda, MD 20014

Natl. Joint Apprenticeship & Training Committee for the Electric Ind.
1730 Rhode Island Ave.
Washington, D.C. 20036

Natl. Knitted Outerware Assoc.
51 Madison Ave.
New York, NY 10010

Natl. Lathing Industries
Joint Apprenticeship Program
140 Main St.
Annapolis, MD 21401

Natl. League for Nursing
10 Columbus Circle
New York, NY 10019

Natl. Machine Tool Builders' Assn.
2139 Wisconsin Ave., NW
Washington, D.C. 20007

Natl. Marine Engineers' Benefit Assn.
17 Battery Place
New York, NY 10004

Natl. Maritime Union of America
36 - 7th Ave.
New York, NY 10011

Natl. Oceanography Assn.
1900 L St., NW
Washington, D.C. 20036

Natl. Paper Box Mfrs.' Assn., Inc.
121 N. Broad St.
Philadelphia, PA 19107

Natl. Petroleum Refiners' Assn.
1725 De Sales St., NW
Washington, D.C. 20036

Natl. Recreation & Park Assn.
1700 Pennsylvania Ave., NW
Washington, D.C. 20006

Natl. Rehabilitation Counseling Assn.
1522 K St., NW
Washington, D.C. 20005

Natl. Restaurant Assn.
Education Director
1530 N. Lake Shore Dr.
Chicago, IL 60610

Natl. Roofing Contractors' Assn.
1515 N. Harlem Ave.
Oak Park, IL 60302

Natl. Science Teachers' Assn.
NEA Publication Sales
1201 - 16th St., NW
Washington, D.C. 20036

Natl. Secretaries' Assn.
616 E. 63rd St.
Kansas City, MO 64110

Natl. Shorthand Reporters' Assn.
25 W. Main St.
Madison, WI 53703

Natl. Society of Interior Designers, Inc.
315 E. 62nd St.
New York, NY 10021

Natl. Society of Professional Engineers
2029 K St., NW
Washington, D.C. 20006

Natl. Society of Public Accountants
1717 Pennsylvania Ave., NW
Washington, D.C. 20006

Natl. Terrazo & Mosaic Assn.
716 Church St.
Alexandria, VA 22314

Natl. University Extension
University of Minnesota
122 Social Science Building
Minneapolis, MN 55455

Natl. Vocational Guidance Assn.
1607 New Hampshire Ave., NW
Washington, D.C. 20009

New Jersey Dept. of Labor & Industry
Division of Employment Security
John Fitch Plaza
Trenton, NJ 08625

New Jersey Division of Employment Security
Bureau of Research & Statistics
Labor & Industry Bldg.
Trenton, NJ 08625

New Mexico State Employment Service
Santa Fe, NM 87501

New York Life Insurance Company
Box 51
Madison Square Station
New York, NY 10010

New York Stock Exchange
11 Wall St.
New York, NY 10005

Newspaper Fund, Inc.
Box 300
Princeton, NJ 08540

Office of Economic Opportunity
Washington, D.C. 20009

Office of Manpower & Training
U.S. Dept. of Interior
633 Indiana Ave.
Washington, D.C. 20242

Office of Maritime Manpower
Maritime Adm.
U.S. Dept. of Commerce
Washington, D.C. 20235

Ohio State Dept. of Education
Division of Guidance & Testing
751 Northwest Blvd.
Columbus, OH 43212

Olin Mathieson Chemical Corp.
East Alton, IL 62024

Operative Plasterers' & Cement Masons' Int. Assn. of U.S. & Canada
1125 - 17th St., NW
Washington, D.C. 20036

Optical Wholesalers' Assn.
222 W. Adams St.
Chicago, IL 60606

Personnel Service Inc.
Box 306
Jaffrey, NH 03452

Philadelphia Museum College of Art
Broad & Pine Sts.
Philadelphia, PA 19100

Portland Service Center
710 Holladay Ave., NE
Portland, OR 97208

Printing Industries of America
5223 River Rd.
Washington, D.C. 20016

Professional Journalistic Society
Sigma Delta Chi
35 E. Wacker Dr.
Chicago, IL 60601

Professional Photographers of America, Inc.
1090 Executive Way
Des Plaines, IL 60018

Prudential Insurance Company
Education Dept.
Box 36
Newark, NJ 07001

Public Personnel Assn.
1312 E. 60th St.
Chicago, IL 60637

Public Relations Society of America
845 - 3rd Ave.
New York, NY 10022

Rand McNally & Company
P.O. Box 7600
Chicago, IL 60680

Registry of Medical Technologists
3729 W. Jackson St.
Muncie, IN 47302

Registry of Medical Technologists of the American Society of Clinical Pathologists
710 S. Wolcott Ave.
Chicago, IL 60612

Research Publishing Company
P.O. Box 245
Boston, MA 10201

Retail Jewelers of America, Inc.
1025 Vermont Ave., NW
Washington, D.C. 20005

Richards Rosen Press, Inc.
29 E. 21st St.
New York, NY 10010

Rochester Inst. of Technology
65 Plymouth Ave., S
Rochester, NY 14608

Sales and Marketing Executives, Int.
630 Third Ave.
New York, NY 10017

Scarecrow Press, The
Box 656
52 Liberty St.
Metuchen, NJ 08840

Scholastic Book Service, Inc.
904 Sylvan Ave.
Englewood Cliffs, NJ 07632

Science Research Assn., Inc.
259 E. Erie St.
Chicago, IL 60611

Scientific Apparatus Makers' Assn.
Process Measurement & Control Section
370 Lexington Ave.
New York, NY 10017

Scientific Manpower Commission
2101 Constitution Ave., NW
Washington, D.C. 20418

Shoe Service Inst. of America
222 W. Adams St.
Chicago, IL 60606

Society of Mining Engineers
345 E. 47th St.
New York, NY 10017

United States Air Force Recruiting Service
Wright-Patterson Air Force Base
Ohio 45899